

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-01 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-11-007	Contract Period 02/01/2011 To 12/31/2012 Base Option Period Number 1	Title of Work Assignment/SF Site Name WA Mobile Source Fees Tracking								
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION		Specify Section and paragraph of Contract SOW D, E								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 01/01/2012 To 12/31/2012								
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 02/01/2011 To 12/31/2012		Cost/Fee:		LOE:						
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:		LOE:						
Cumulative Approved:		Cost/Fee:		LOE:						
Work Assignment Manager Name Lynn Sohacki							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number 734-214-4851			
							FAX Number:			
Project Officer Name Ann Chiu							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 734-214-4544			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Renita Tyus							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2094			
							FAX Number: 513-487-2109			

STATEMENT OF WORK

Title: Mobile Source Fees Tracking

Contractor and Contract Number: SRA, Contract EP-C-11-007

Work Assignment Number: WA 1-01

Work Assignment Manager (WAM): Lynn Sohacki
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Contracting Officer: Renita Tyus
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I. BACKGROUND

In order to ensure that certification fees for mobile source engines and vehicles are properly accounted for and that government service (i.e. certification) is not rendered until these fees are paid, EPA requires that a tracking system be maintained and operated for such fees. PQA then SRA have previously developed that tracking system and engaged in the tracking of fee payments. In 2010, the fees tracking program and process was moved to EPA. EPA requires back up for entering fee payments, assistance in preparing reports that using the data in the fees database, and, for the fees system, maintenance and updating.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections A(a) and C of the contract's statement of work.

III. TASKS

Security requirements for this project will be determined by the EPA WAM. Reference the contract sections regarding the treatment of confidential business information (EPAAR 1552.235.71) (April 1984) and regarding access to confidential business information (EPAAR 1552.235-80) (Oct. 2000). If confidential information is accessed, the contractor shall protect from unauthorized disclosure all confidential information handled in the performance of this project in accordance with EPA policy and procedures relating to confidential information. The contractor shall maintain security and confidentiality of all EPA data, software, and code.

The automotive industry includes information on fee filing forms that may be considered to be CBI. The contractor and subcontractors under this work assignment (WA) require access to the fee filing forms. All of this data and information must be kept confidential and secure by the contractor.

The contractor and any subcontractors working on this WA must sign the EPA confidentiality agreement. EPA will limit all access to confidential information on a need-to-know basis. EPA defines all Agency information as sensitive. Even if the WAM decides that no confidential information will be accessed on this WA, the contractor must ensure that all Agency information is safeguarded during the performance of this project in accordance with EPA information security policy and procedures. The contractor shall notify the WAM of any employee who has left the project. This notification is necessary so that the WAM can cancel the employee's access to all data sets related to this project. Failure to do so may be regarded as a breach of EPA security if the WAM is not notified by the last day of employee's service.

Task 1: Prepare Work Plan

The contractor shall prepare a work plan in accordance with the terms and conditions of contract clauses entitled "Work Assignments", and "Preparation and Submission of Work Plans."

Task 2: Work Assignment Progress Report

The contractor shall deliver monthly status reports which should track the progress on each of the tasks under this work assignment. The report should include the information such as: task and subtasks name, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, work on hold status, and any extra information from PO and WAM.

Task 3: Fees Tracking System Changes/Maintenance

The contractor developed and implemented a fees tracking process and system which has been moved to an EPA server in Ann Arbor, MI. For this Work Assignment, the contractor shall, upon receipt of written technical direction issued by the WAM, maintain and/or upgrade the fees tracking system. When changes need to be implemented to the fees system, the WAM and the contractor will coordinate with other EPA contractors. All data and deliverables belong to EPA. This will involve:

- Preparing upgrades to the system within 3 weeks of the WAM's written instruction
- Working with EPA's server contractor to implement the changes
- Preparing repairs to the system that prevent tracking of fees within one week of the WAM's written instruction
- Working with EPA's server contractor to implement the repairs

Task 4: Certification Fees Tracking

Upon the WAM's direction, provide support to EPA staff. This will be done by accessing EPA's server via a secure means. Upon direction the contractor will:

- Enter payments into the system, verify the payments, generate e-mail receipts, or other fee tracking responsibilities as instructed within 2 business days of the direction;
- Generate reports and analyses about fee payments upon receipt of written technical direction issued by the WAM.;
- Upon receipt of written technical directive from the WAM, develop a process by which manufacturers make a single lump-sum payment and then "charge" future certification to that payment for multiple engine families;
- Update as appropriate the documentation of the fees system as updates are made. Such documentation must remain sufficient to enable EPA staff and others, to understand the changes to the system;
- Assist and support any fees tracking audit activities. The support activities might involve but are not limited to fees annual audit reporting, recommending and implementing new fees tracking processes or procedures, verifying payments and reduced fees, etc. The contractor shall work with WAM on any of these activities.

Task 5: On-site Personnel

The contractor will provide personnel that will remain on site at the Ann Arbor, EPA Lab to perform task 3 and task 4.

PROJECT REPORTING**Monthly Status Report**

The contractor shall provide monthly status reports shall be provided in accordance with F.2 Monthly Progress Reports Deviation (JUN 1996) (EPAAR 1552.211-72). The monthly status report should track the progress on each of the tasks under this work assignment.

End of Project Period Status Report

At the end of the project period, the contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

DELIVERY SCHEDULE AND MILESTONES

The contractor shall complete deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Date
1	Meeting with WAM and other EPA staff	Meet with EPA within two weeks of work assignment issuance
1	Work Plan	IAW clauses
2	Work assignment progress report	Monthly
3	Development of fees system changes	Within 3 weeks of the WAM's direction
3	Implement fees system change	Within four weeks of the WAM's direction
3	Develop maintenance for the fees tracking system	Within 3 days of the WAMs direction
3	Implement maintenance the fees tracking system	Within one week of the WAMs direction
4	Ad hoc data exercises and report generation	Within one week of request from WAM
4	Develop lump-sum payment process	Within 16 weeks of request from WAM

4	Enter fees payment information into the database as per WAM's direction	Within 2 business days of request from WAM
5	Provide personnel at EPA for performing tasks 3 and 4	Continuously

DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the contractor and the Government, shall be delivered as follows:

- One copy in electronic format to the WAM & PO

The following applies to all tasks under this effort unless otherwise specified by the WAM during performance of that task.

The contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

Inspection and Acceptance Criteria

The WAM will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WAM.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-02 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-11-007	Contract Period 02/01/2011 To 12/31/2012 Base Option Period Number 1	Title of Work Assignment/SF Site Name CO and FE Trends								
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION		Specify Section and paragraph of Contract SOW A, B, D								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 01/01/2012 To 12/31/2012								
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Authorized Work Assignment Ceiling										
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This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor W/P Dated:				Cost/Fee:			LOE:			
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Work Assignment Manager Name Lynn Sohacki							Branch/Mail Code:			
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_____ (Signature)							_____ (Date)			
Contracting Official Name Renita Tyus							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
							Phone Number: 513-487-2094			
							FAX Number: 513-487-2109			

STATEMENT OF WORK

Title: Development of 2012 CO₂ and Fuel Economy Trends Database and Support of the 2011 and 2012 CO₂ and Fuel Economy Trends Reports

Contractor and Contract Number: SRA, Contract EP-C-11-007

Work Assignment Number: WA 1-02

Work Assignment Manager (WAM): Lynn Sohacki
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BACKGROUND

The Light-Duty Automotive Technology and Fuel Economy Trends Report (hereafter referred to as the CO₂ and Fuel Economy Trends Report) has been published by the EPA Office of Transportation and Air Quality (OTAQ) nearly every year since 1975. It is the most

authoritative source of new U.S. personal vehicle CO₂ and fuel economy data—there is no independent alternative—and is widely used by a broad range of stakeholders, including independent analysts, industry, environmental groups, congressional staffers, and reporters.

The raw data upon which the CO₂ and Fuel Economy Trends Report is based comes directly from OTAQ's Certification and Fuel Economy Information System (CFEIS) or Verify database. OTAQ staff or the contractor shall extract the data and create the initial file for the CO₂ and fuel economy trends database, so that it can serve as the basis for the 2012 CO₂ and Fuel Economy Trends Reports.

EPA is seeking contractor assistance in developing, managing, and analyzing the database for the 2012 CO₂ and Fuel Economy Trends Report and making the data available to the public. The contractor shall also assist the development of the report, to be determined by OTAQ staff, and maintain and update documentation of the work necessary to support the database and report. In addition, EPA is seeking contractor assistance in finalizing and reviewing the 2011 CO₂ and Fuel Economy Trends Report.

CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this Work Assignment are consistent with the work authorized in sections A(b) and B of the contract statement of work.

TASKS

All work shall be performed under the general technical direction of the WAM. The development work will be done with an integrated team that includes EPA, the contractor staff and possibly other EPA contractors. Background information and required data will be provided by the EPA staff. The contractor shall notify the WAM in writing immediately of any issues requiring EPA management decisions. The WAM shall issue all technical direction in writing by using fax, EPA email, transmittal letters, or by signing acceptance of contractor prepared minutes of meetings or teleconferences. The contractor shall not accept technical direction unless it is in writing from the WAM or other designated EPA staff. All delivered material shall be reviewed by the WAM and other designated staff. The contractor and the WAM shall agree on the turnaround time both for the review by EPA and revisions by the contractor to accommodate the review. The contractor shall factor in these times in all proposed schedules. The contractor shall comply with applicable agency standards, policies and guidelines during the performance of this task. All database development tools including database management systems, file management systems, and commercial software applications must be compatible with the EPA's central and OTAQ's local production environment.

The contractor shall participate in project status meetings for review of project activities and progress.

Security requirements for this project will be determined by the EPA WAM. Reference the contract section regarding the treatment of confidential business information (EPAAR

1552.235.71) (April 1984) and the contract section regarding access to confidential business information (EPAAR 1552.235-80) (Oct. 2000). If confidential information is accessed, the contractor shall protect from unauthorized disclosure all confidential information handled in the performance of this project in accordance with EPA policy and procedures relating to confidential information. The contractor shall maintain security and confidentiality of all EPA data, software, and code.

CFEIS and Verify contain information provided by the automotive industry to EPA. Some of the data and information provided may be considered CBI of the automotive manufacturers regulated by EPA. The contractor and subcontractors under this work assignment (WA) may from time-to-time require incidental access to some of the CFEIS and Verify data which may be CBI. All of this data and information must be kept confidential and secure by the contractor.

The contractor and any subcontractors working on this WA must sign the EPA confidentiality agreement. EPA shall limit all access to confidential CFEIS and Verify information on a need-to-know basis. EPA defines all Agency information as sensitive. Even if the WAM decides that no confidential information will be accessed on this WA, the contractor must ensure that all Agency information is safeguarded during the performance of this project in accordance with EPA information security policy and procedures. The contractor shall notify the WAM of any employee who has left the project. This notification is necessary so that the WAM can cancel the employee's access to all data sets related to this project. Failure to do so may be regarded as a breach of EPA security if the WAM is not notified by the last day of employee's service.

Task 1 - Prepare Work Plan

The contractor shall prepare a work plan in accordance with the terms and conditions of contract clauses entitled "Work Assignments", and entitled "Preparation and Submission of Work Plans". The work plan will outline how the contractor will develop, manage, and analyze the database for the 2012 the CO₂ and Fuel Economy Trends Report.

Task 2 - Work Assignment Progress Report

The contractor shall deliver monthly status reports which should track the progress on each of the tasks under this work assignment. The report should include the information such as: task and subtasks name, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, work on hold status, and any extra information from PO and WAM.

Task 3 - Develop and Analyze the 2012 CO₂ and Fuel Economy Trends Database

Considerable guidance regarding the CO₂ and fuel economy trends database is documented in the Light-Duty Automotive Technology and CO₂ and Fuel Economy Trend Report Process Document hereafter referred to as the revised process document. The contractor shall utilize the revised process document, the previous CO₂ and Fuel Economy Trends Reports and the existing database to develop the database for 2012.

It is important to emphasize that the CO₂ and fuel economy trends database includes data from multiple model years. There are some unique tasks relevant to the different model years. One particularly important difference between various model years is the basis for the sales values.

For model years previous to 2012

- Sales values taken from final CAFE reports.
- Typically, the final industry submissions to EPA for the previous model years have all been made prior to the "freeze" date for the 2011 CO₂ and fuel economy trends database, but either OTAQ staff or the contractor will need to check to see if there was any new data from previous model years submitted to Verify subsequent to December 2011.
- If so, then all of the previous model year data will need to be modified to reflect this.

For model year 2012

- Sales values taken straight from Verify (automaker projections in summer/fall 2011).
- May adjust sales values with actual sales data from trade publications, if available.
- Should have 95 percent or so of Label CAFE data.
- All data for model year 2012 is new and must be checked and cleaned.

The contractor shall clean the database of any errors. For a large amount of data, this is the first time that these data have been evaluated in a way that would allow one to pinpoint errors in how the data was entered or coded. In the past, errors have often been found when the manager of the CO₂ and fuel economy trends database runs a set of data tables, analyzes the results, sees results that "don't make sense," and then searches the appropriate columns in the database to find errors in coding or missing data.

The contractor shall manage the CO₂ and fuel economy trends database by updating the vehicle attributes and technologies being tracked in the database. Some attributes will always be of interest such as weight, horsepower, projected 0-60 time, interior volume, etc. Other attributes become important over time such as the need to add vehicle "footprint" on which future National Highway Traffic Safety Administration (NHTSA) light-truck CAFE standards will be based. Technology innovation in the auto industry is an ongoing process with obsolete technologies being replaced by new technologies (recent examples of new technologies include hybrid vehicles and cylinder deactivation systems). In this instance, OTAQ expects to work with the contractor to mutually identify new attributes and technologies to include in the CO₂ and fuel economy trends database. EPA may give direction to the contractor to research needed data and enter it into the database.

The contractor will keep EPA apprised of the software being used. The preferred software is that which has been approved by EPA.

The contractor shall work with EPA staff to test, implement, and deliver the new database to EPA. Initially, EPA will provide raw data and the previous database to the contractor. The contractor shall sort and clean the data and prepare the database for delivery to EPA as a file. All data and the deliverables belong to EPA. By the end of the year, the data, database work, and any

software developments will reside on the EPA. Any sharing of CBI will be done using a secure means.

Following list of deliverables is related to this task:

1. The contractor shall revise and finalize all data previous to MY2012 data based on EPA requirements including adding any new data since data "freeze" date for 2011 CO₂ and fuel economy trends database.
2. The contractor shall research actual sales information as reported in major trade publications and other reliable sources of information. The contractor shall then assemble the data it plans to use to supplement the sales data as needed, as well as a list of sources of the data, and provide it to EPA for review and approval.
3. The contractor shall clean and edit MY 2012 data based on new automaker submissions.
4. The contractor shall clean and edit previous model year data and supplement it with the EPA-approved revised sales values, if needed.
5. The contractor will clean and edit any other data that EPA provides or the EPA requests the contractor to research and prepare to add it to the database.
6. The contractor shall establish the final version of the CO₂ and Fuel Economy Trends database incorporating all EPA comments.
7. The final database and data shall be delivered to EPA. The contractor shall assist implementation and testing the final database on EPA server and network, if necessary. The format of database and data shall be determined by EPA staff.

Task 4 – Support and Assist the Development of CO₂ and Fuel Economy Trends Report

The contractor shall prepare all tables, charts, and graphs needed for the report, working closely with OTAQ staff to identify the specific tables, charts, and graphs. Upon written technical direction, contractor shall assist in developing the text for the report.

The contractor shall also support EPA staff on database analyses. OTAQ staff and managers will need to use the CO₂ and fuel economy trends database to answer questions that, in some cases, will go beyond the specific tables that will be published in the 2012 CO₂ and Fuel Economy Trends Report.

The following list of deliverables related to this task:

1. The contractor shall deliver all tables, graphs, and charts, generated from the database from Task 2, needed for inclusion in the 2012 CO₂ and Fuel Economy Trends Report. Although the

2011 CO₂ and Fuel Economy Trends Report will be a guide for the tables, graphs, and charts, EPA may request new tables, graphs, and charts to highlight different technologies or data.

2. The contractor shall answer technical questions from EPA staff that requires analysis of the 2012 CO₂ and fuel economy trends database in two weeks or less.

3. The contractor shall prepare appendixes for the CO₂ and Fuel Economy Trends Report that include tables, data and the language that is currently in the appendixes updated to reflect the most current data. The contractors shall use the 2011 CO₂ and Fuel Economy Trends Report as a guide of the appendixes to prepare and will also rely on direction given by the WAM in when new tables or appendices are needed.

4. The contractor shall set up the format of the CO₂ and Fuel Economy Trends Report executive summary and the body of the report such that the report headings as well as any updated graphs and tables are in place. The contractor shall use the 2011 CO₂ and Fuel Economy Trends Report as a format guide and shall receive guidance from OTAQ staff with any necessary changes. The report shall be provided to EPA so that text may be inserted.

Task 5 – Development of a Publicly Accessible Database

At the written request of the WAM, the contractor shall work with EPA to make the CO₂ and Fuel Economy Trends database available to the public. This could take the form of web reports, graphical web tools, a downloadable database, etc. The publicly available tools must not reveal confidential data. The database shall be located on an EPA server and must meet all of EPA's security and confidential business requirements.

The database must allow a member of the public to search the database using certain criteria and, optimally, receive the results in table or graph format.

The following is a list of deliverables:

1. The contractor shall deliver a detailed plan for developing the accessible database including the program and methods for preventing confidential business information from being made accessible.
2. The contractor shall provide a demonstration to EPA of the preliminary database.
3. The final program shall be made available to EPA to put on its website.

Task 6 – Maintain Process Document

The contractor shall work with EPA staff to update the revised process document to provide a more complete documentation of the work necessary to support the database and report including data schema, tools and processes for generating the report graphs, and system configuration. The report will also document the list of data resources other than CFEIS or Verify data.

The updated report shall also contain all the necessary information needed to easily troubleshoot and repair common problems, update data and maintain the database.

1. The contractor shall deliver the draft process document. A final report, incorporating EPA's comments, shall be delivered by the date listed below.
2. After the delivery of the 2012 database, the contractor shall work with WAM to determine the needs and schedule and possibly implement the upgrading of the database system, software, documents and tools for collecting data and generate charts, graphs, and tables for the written report.

Task 7 – Reconcile EPA data with other data

As fuel economy and green house gasses receive more interest, there are more entities and agencies that have fuel economy and green house gas information available. It may be important for EPA's data to correspond with other entities data. Therefore, at the WAM's direction, the contractor will examine other sources of data, compare it with EPA's data and make recommendations about how EPA's data could be changed to correspond with the other entity's data or how the other entity's data may be changed to correspond with EPA's data. At the WAM's direction, the contractor will reconcile the CO₂ and Fuel Economy Trends database as instructed by the WAM.

The following is a list of deliverables:

1. A report of the relationship between the CO₂ and Fuel Economy Trends database and the other entity's data and what changes could be made to reconcile them.
2. The contractor will deliver an updated the CO₂ and Fuel Economy Trends database that includes the changes, if approved by EPA.

Task 8 – Complete work for MY2011 CO₂ and Fuel Economy Trends Database and Report

Because data was received from manufactures much later than expected in 2011, the work done by the contractor on the 2011 CO₂ and Fuel Economy Trends Report was delayed and the report was not completed in 2011. Therefore this task includes the completion of the work for the 2011 report, which may include cleaning the data, preparing charts and tables, and providing any other assistance necessary for the final preparation of the report and supporting documents.

SUBJECT REPORTING **Monthly Status Report**

The contractor shall provide monthly status reports in accordance with F.2 Monthly Progress Reports Deviation (JUN 1996) (EPAAR 1552.211-72).

DELIVERY SCHEDULE

The contractor shall provide deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Due Date
1	Work Plan and Data Flow	IAW clauses of the Contract
1	Meeting with WAM and other EPA staff	Within one week of Work Assignment issuance
2	Work assignment progress report	Monthly
3	Revise and deliver data for model years previous to MY2012	Due by 6/15/2012
3	Revise and deliver MY 2012 data	Due by 6/29/2012
3	Establish 2012 CO ₂ and fuel economy trends database with clean data	Due by 6/29/2012
3	Deliver 2012 CO ₂ and fuel economy Trends database to EPA	Due by 7/06/2012
4	Deliver all tables, graphs, and charts needed for the 2012 CO ₂ and Fuel Economy Trends Report	Due by 8/03/4/2012
4	Deliver all appendixes for the CO ₂ and Fuel Economy Trends Report	Due by 8/03/2012
4	Deliver the report and executive summary formats with graphs and tables	Due by 8/03/2012
5	Deliver a plan for posting data on the web and specify the use of web tools and description of final view of data display (e.g., all in one table, or one table with base configuration, one with engine or other configurations)	Two weeks after request
5	Deliver plan of how issue of CBI, manipulation and possibility of misinterpretation will be addressed.	Two weeks after request
5	Deliver plan detailing steps that would be required to get relevant database view together	Four weeks after request
5	Deploy and test approved plan	Due 60 days after plan approval
6	Deliver the draft updated process document	Due by 10/12/2012
6	Deliver the final process document	Due by 10/26/2012
7	Deliver a plan for reconciling another entity's data base with EPA's database	Due two weeks after request
7	Reconcile the 2 databases	30 days from approval of plan
8	Deliver the report and executive summary formats with graphs and tables	2/03/2012
8	Deliver 2011 CO ₂ and fuel economy Trends database to EPA	2/03/2012

DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WAM and PO

The following applies to all tasks under this effort unless otherwise specified by the WAM during performance of that task.

The contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in hard copy or electronic format (HTML, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

Inspection and Acceptance Criteria

The WAM shall review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables shall be performed by the WAM or other individual(s) designated as subject matter technical expert(s) by the WAM.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

1-02

☐ Other ☒ Amendment Number:

000001

Contract Number

EP-C-11-007

Contract Period 02/01/2011 To 12/31/2012

Base

Option Period Number 1

Title of Work Assignment/SF Site Name

CO and FE Trends

Contractor

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 01/01/2012 To 12/31/2012

Comments:

This amendment changes the WAM to Aaron Hula.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
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4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

02/01/2011 To 12/31/2012

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Aaron Hula

Branch/Mail Code:

Phone Number 734-214-4267

FAX Number:

(Signature)

(Date)

Project Officer Name Ann Chiu

Branch/Mail Code:

Phone Number: 734-214-4544

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Renita Tyus

Branch/Mail Code:

Phone Number: 513-487-2094

FAX Number: 513-487-2109

(Signature)

(Date)

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-03 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-11-007	Contract Period 02/01/2011 To 12/31/2012 Base Option Period Number 1	Title of Work Assignment/SF Site Name OTAQ DIS and other OTAQ web								
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION		Specify Section and paragraph of Contract SOW C, D								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 01/01/2012 To 12/31/2012								
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
02/01/2011 To 12/31/2012										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Ann Chiu						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number 734-214-4544				
						FAX Number:				
Project Officer Name Ann Chiu						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 734-214-4544				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Renita Tyus						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2094				
						FAX Number: 513-487-2109				

STATEMENT OF WORK

Title: OTAQ Document Index System (DIS) and other OTAQ Web Support

Contractor and Contract Number: Systems Research and Applications Corporation (SRA), Contract EP-C-11-007

Work Assignment (WA) Number: 1-03

Work Assignment Manager (WAM): Ann Chiu
2000 Traverwood Drive
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Fax: 734-214-4789
Email: chiu.ann@epa.gov

Alternate WAM (AWAM): Trina Vallion
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Fax: 734-214-4869
Email: vallion.trina@epa.gov

Project Officer (PO): Ann Chiu
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Phone: 734-214-4544
Fax: 734-214-4789
Email: chiu.ann@epa.gov

Contracting Officer (CO): Renita Tyus
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I. BACKGROUND

The Office of Transportation and Air Quality's (OTAQ) Document Index System (DIS) is a web-based database (www.epa.gov/dis). It was created as a means for providing users access to a large volume of documents on OTAQ's web site in a user-friendly manner. The DIS allows users to search, store, and manage OTAQ documents. Document searches via the DIS web interface allow users to search for documents by entering keywords or by making selections from the drop-down menus. In addition, basic or advanced search criteria can be used to generate custom pages containing documents of specific interest. The DIS database currently houses more than 20,000 of OTAQ's engine and vehicle certification and compliance documents and fuels program documents. The fuels documents include information on compliance and registration, fuels regulations, fuels waivers, gasoline, diesel and renewable fuels. The DIS web site consists of an Internet and Intranet site. The Internet site contains public information and is available for public use. Users can conduct search queries and download documents. The Intranet site contains the administrative functions and is for internal EPA DIS administration use only. The administrative functions allow EPA system administrators to add, delete, and modify document information in addition to generating reports and performing internal audits. The DIS administrators can also use the administrative functions to create metadata, post documents to the Internet site, define search criteria, and update the document information.

The DIS is hosted at EPA's national computer center (NCC) at Research Triangle Park (RTP), NC. Both of the staging (testing) and production (public) DIS servers are located at NCC. The DIS staging server is where documents and metadata can be reviewed and tested before getting posted to the production server. The DIS database contains the following documents and their associated metadata: vehicle and engine certificates of conformity, certificate summary information (summary sheets), applications for certification, and manufacturer guidance letters, as well as fuel program documents.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections C, D and E of the contract's statement of work.

III TASKS

The contractor shall provide onsite staff performing the following tasks at EPA's National Vehicle and Fuel Emissions Laboratory (NVFEL).

Task 1: Work Plan Preparation

The contractor shall prepare a work plan in accordance with the terms and conditions of the contract clauses on work assignments.

Task 2: Work Assignment Management

The contractor shall deliver monthly WA summary reports which shall track the progress on each of the tasks/deliverables under this work assignment. The report shall include information such as: contact information, task and subtask names, task start date and deadlines, hours spent, deliverables, accomplishments, and work on hold status. The WAM will notify the contractor in writing regarding any changes to the report format.

The contractor shall work with the WAM at weekly meetings to discuss updates, tasks, activities, priorities, and deliverables' progress for the project. The contractor shall take meeting notes for weekly meeting discussion. The contractor shall maintain a change log as a record of any current, on-

going, completed, or future work to be done on the DIS.

Task 3: Support for DIS Document Collection and Document Metadata Generation

The contractor shall collect vehicle and engine compliance documents from OTAQ databases, web sites and the DIS team members. Most of the vehicle and engine compliance information and documents are stored in OTAQ's vehicle and engine compliance information database, Verify. The contractor shall query compliance documents from the Verify database which include (but are not limited to) the vehicle and engine certificates of conformity, certificate summary information (summary sheets), and applications for certification. The contractor shall also search the Verify database for updated vehicle and engine documents and metadata (keywords for document) which are not included on the current production DIS web site. The contractor shall deliver these new metadata and documents on a quarterly basis and upon WAM request.

For each individual document, the contractor shall compile a document metadata record that includes specific fields such as document title, description, document date, EPA publication number, type of document, document abstract, list of search keywords, keyword formats, document owner, vehicle and engine information, and manufacturer information. The metadata shall be in Excel or comma-separated value (CSV) formats. The WAM will provide the required keywords and the metadata spread sheet format template to the contractor. The contractor shall utilize Structured Query Language (SQL) to create queries and retrieve metadata and documents from the Verify database. The contractor shall also create metadata in Excel or CSV formats for certification and compliance documents provided by the WAM.

The contractor shall continue support and maintain all existing OTAQ DIS documents including Light-Duty (LD) vehicle and engine compliance documents, Fuels documents, Locomotive engines and LD Alt Fuel Vehicles (AFVs) documents and Heavy-Duty Highway Vehicles (HDVs) documents.

Task 4: DIS Document Upload Support

The DIS administration web site has administrative tools for submitting data, documents, and metadata to the DIS database. These tools can also add, delete, or modify the metadata in batch mode or interactively through web screens. The contractor shall utilize these tools for uploading documents and metadata to the DIS staging server (testing server) as requested by the WAM. The contractor shall also assist the testing of metadata and documents posted on the DIS staging server before moving to the DIS production server. The contractor shall work with the EPA web coordinator and other contractors for preparing and uploading DIS metadata and documents.

Task 5: OTAQ and DIS Web Site Maintenance

The contractor shall maintain the DIS web sites (Internet public site and Intranet administration site), including all the html web pages, search engine coding, database schema, and system documentation. The contractor shall work with EPA on updates, corrections, testing, and documentation related to any changes that are made to the DIS web sites and databases. Since the DIS web site and databases are hosted at National Computer Center (NCC), the contractor shall work with NCC staff and other EPA contractors for deploying DIS changes to production. The contractor will also work with WAM on similar maintenance tasks for other OTAQ web sites when is needed.

Task 6: Other OTAQ Documents Support

The contractor shall work with other OTAQ documents related to nonroad engines, motorcycle, heavy-duty, and other type of documents as requested by the WAM. The contractor shall compile nonroad engines, motorcycle, heavy-duty, and other type of documents and create metadata. The contractor shall provide suggestions, edits, comments, and enhancements on maintaining a user-friendly document search web page or any other search web pages requested by the WAM.

For any new OTAQ documents, the contractor shall provide trainings to the DIS users and administrators on an as needed basis from the WAM.

IV PROJECT REPORTING

Monthly Status Report

The contractor shall provide monthly status reports and updates to the change log as needed. The monthly status reports shall track the progress on each of the tasks under this work assignment.

End of Project Period Status Report

At the end of the project period, the contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

V DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Date
1	Work Plan	Based on contract clauses
2	Work assignment progress report	Monthly
2	DIS change log	Weekly
2	Task review meetings	Weekly
3	Upload new documents and metadata	Quarterly & TBD with WAM
5	Deliver system code and documentation	11/30/2012 & TBD with WAM

VI DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the contractor and EPA shall be delivered as follows:

- One copy in electronic format to the WAM and PO

The following applies to all tasks under this effort unless otherwise specified by the WAM during performance of that task.

The contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via electronic mail.

The contractor shall submit the deliverables with the information on the WA and task numbers, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

Inspection and Acceptance Criteria

The WAM will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WAM.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-04	
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:	
Contract Number EP-C-11-007		Contract Period 02/01/2011 To 12/31/2012 Base Option Period Number 1	
Title of Work Assignment/SF Site Name Diesel Emissions Quantifier			
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION		Specify Section and paragraph of Contract SOW Section 2-4	
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 01/01/2012 To 12/31/2012	
Comments:			
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>			
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.			
SFO (Max 2) <input type="checkbox"/>			
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)
			Budget Org/Code (Max 7)
			Program Element (Max 9)
			Object Class (Max 4)
			Amount (Dollars)
			(Cents)
			Site/Project (Max 8)
			Cost Org/Code (Max 7)
1			
2			
3			
4			
5			
Authorized Work Assignment Ceiling			
Contract Period: 02/01/2011 To 12/31/2012		Cost/Fee: LOE:	
This Action:			
Total:			
Work Plan / Cost Estimate Approvals			
Contractor WP Dated:		Cost/Fee: LOE:	
Cumulative Approved:		Cost/Fee: LOE:	
Work Assignment Manager Name Julie Hawkins		Branch/Mail Code:	
_____ (Signature) (Date)		Phone Number 202-343-9072	
		FAX Number:	
Project Officer Name Ann Chiu		Branch/Mail Code:	
_____ (Signature) (Date)		Phone Number: 734-214-4544	
		FAX Number:	
Other Agency Official Name		Branch/Mail Code:	
_____ (Signature) (Date)		Phone Number:	
		FAX Number:	
Contracting Official Name Renita Tyus		Branch/Mail Code:	
_____ (Signature) (Date)		Phone Number: 513-487-2094	
		FAX Number: 513-487-2109	

STATEMENT OF WORK

Title: Diesel Emission Quantifier (DEQ)
Contractor and Contract Number: Systems Research and Applications Corporation
Work Assignment Number: 1-04
Estimated Level of Effort: 785 Hours
EPA Key Personnel:
Work Assignment COR: Julie Hawkins
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Project Officer: Ann Chiu
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Phone: 734-214-4544
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Email: chiu.ann@epa.gov

Contracting Officer: Renita Tyus
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Cincinnati, OH 45268
Phone: 513-487-2094
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BACKGROUND

Reducing air pollution in the mobile sector has become an important goal in the last few decades. As a result, there is a strong need for advanced and sophisticated methods for calculating and tracking the pollution reductions. In 2006, EPA tasked SRA (then PQA) with creating the web-based Diesel Emission Quantifier (DEQ), which is a tool for calculating diesel emissions and health benefits for various on-highway and non-road fleets across the country. The DEQ has been in operation for over 5 years and the EPA has gained some valuable user-feedback. In 2011, EPA tasked SRA with making usability improvements based on user-feedback and some of that will continue into the 2012 calendar year. In addition, other work such as updating data sources and merging with other applications will also be needed.

CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this Work Assignment are consistent with the work authorized in sections A, C, and D of the Contract Statement of Work.

TASKS

Task 1 - Prepare Work Plan

The Contractor shall prepare a work plan in accordance with the terms and conditions of contract clauses B.2 entitled "Work Assignments," and B.3 entitled "Preparation and Submission of Work Plans."

Task 2 – Provide Technical Support for Users

Many users run into technical errors during calculations or while setting up and/or accessing user accounts. The contractor will set up a streamlined process for users to directly communicate technical problems in order to provide solutions and fixes in a timely manner.

Task 3 – Make General Usability Updates

The contractor shall update the DEQ as funds and hours permit with changes the COR requests. Updates shall be submitted to the contractor through written technical direction.

Updates include, but are not limited to:

- Making minor changes to the web pages for ease of use
- Incorporating new equations and/or data as needed
- Updating the User's manual and other reference documents as needed

Task 4 – Provide Support for Integration with DRIVER Data System

The contractor is working to integrate the DEQ with the DRIVER system as part of another Work Assignment. Hence, for this work assignment, the contractor will provide any DEQ-related support work, mostly before the integration, to assist with the transition. These duties may include but not limited to:

- Creating new user groups and accounts
- Modifying existing CSV and Excel spreadsheets for ease of import into DRIVER
- Other basic coding preparations, checks, and/or testing prior to merging with DRIVER

PROJECT REPORTING

Monthly Status Report

The Contractor shall provide monthly status reports shall be provided in accordance with F.2 Monthly Progress Reports Deviation (JUN 1996) (EPAAR 1552.211-72)

DELIVERY SCHEDULE

The Contractor shall complete deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Date
1	Prepare Work Plan	IAW clauses B.2 and B.3 of the Contract
2	Provide Technical Support	4 weeks from Work Plan approval
3	Make General Usability Updates	5 weeks from Work Plan approval
4	Support for DRIVER Integration	9 weeks from Work Plan approval

DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and the Government, shall be delivered as follows:

- One copy in paper or electronic format to the COR
- One copy in paper format of Status Reports only to Contracting Officer

The following applies to all tasks under this effort unless otherwise specified by the COR during performance of that task.

The Contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in hard copy or electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The Contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the COR.

Inspection and Acceptance Criteria

The COR will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the COR or other individual(s) designated as subject matter technical expert(s) by the COR.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-05			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-11-007			Contract Period 02/01/2011 To 12/31/2012 Base Option Period Number 1			Title of Work Assignment/SF Site Name EMTS development and mainten			
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION				Specify Section and paragraph of Contract SOW C, D					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 01/01/2012 To 12/31/2012			
Comments:									
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund <div style="text-align: center;">Accounting and Appropriations Data</div> <input checked="" type="checkbox"/> Non-Superfund </div>									
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
SFO (Max 2) <input type="checkbox"/>									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:				LOE:			
02/01/2011 To 12/31/2012									
This Action:									
Total:									
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee:		LOE:			
Cumulative Approved:				Cost/Fee:		LOE:			
Work Assignment Manager Name Ann Chiu <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number 734-214-4544 FAX Number:			
Project Officer Name Ann Chiu <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 734-214-4544 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Renita Tyus <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2094 FAX Number: 513-487-2109			

STATEMENT OF WORK

Title: EPA Moderated Transaction System Maintenance

Contractor and Contract Number: System Research and Applications Co.,
Contract EP-C-11-007

Work Assignment Number: 1-05

Work Assignment Manager (WAM): Ann Chiu
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Email: Christian.Scott@epa.gov

Project Officer (PO): Ann Chiu
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Fax: 734-214-4869
Email: chiu.ann@epa.gov

Contracting Officer: Renita Tyus
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I. BACKGROUND

The Office of Transportation and Air Quality (OTAQ) is responsible for implementation of the Renewable Fuel Standard (RFS). The RFS regulations, currently in 40 CFR Part 80 Subpart K, are referred to as "RFS1" in this document. RFS1 was in effect September 2007 to June 30, 2010. Due to the passage of the Energy Independence and Security Act of 2007 (EISA) in December 2007, EPA was required to implement new regulations, referred to as "RFS2" in this document. RFS2 implementation began on July 1, 2010.

Under RFS1, credits called Renewable Identification Numbers, or RINs, were traded between parties. RFS1 RINs were the basic unit of compliance under the RFS program and consist of 38 digits that convey information about the RIN generator (renewable fuel producer or importer) and the batch of renewable fuel associated with the RIN. Under RFS2, RINs are still the basic unit of compliance but designed for easier generation and trade for regulated parties.

The EPA Moderated Transaction System (EMTS) was created to better support the RFS2 program and simplify RIN generation and transfer of RIN credits between renewable fuel producers, gasoline and diesel refiners, importers, exporters and non-obligated RIN owners. EMTS users submit RIN credits through the EPA Central Data Exchange (CDX) environment and EMTS monitors and logs these transactions and conduct checks, for the purpose of identifying and preventing discrepancies from established transaction rules. The EMTS was deployed to production in 2010 and is used by an established base of industry users, of which some are already participating with the RFS1 program. Currently, EMTS has processed more than 8 million transactions for over 400 registered industry users and 1000 companies. The system assists more than 425,000 RIN credits transactions each month.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections D and E of the contract's statement of work.

III TASKS

The purpose of this work assignment (WA) is to continue developing, maintaining and updating EMTS. For all the following tasks, the contractor shall work with EPA's EMTS team and other EPA contractors and project teams such as the EPA CDX team and the EPA central computer center (NCC) contractors. The contractor shall also coordinate EMTS data with other EPA databases such as the OTAQ DCFUEL database (Fuels program database for all fuels data) and OTAQReg (the Fuels program's registration system) when needed.

Task 1: Project Management

The contractor shall deliver monthly WA status reports which shall track the progress on each of the tasks/deliverables. The report shall include the information such as task and subtask names, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, and work on hold status. PO and WAM will notify the contractor in writing regarding any changes to the report format.

The contractor shall maintain an EMTS project plan (in MS Project format) for all the development and maintenance tasks and deliverables. The contractor shall have weekly management meetings with EPA project team to report progress, discuss issues, coordinate tasks schedule and set priorities, and review project plan.

The contractor shall assist the WAM on project management needs, including: information posting on the web, webinar meetings, and coordinating with EMTS users when needed.

Task 2: EMTS Development and Maintenance

The contractor shall work with the WAM to define new requirements for all existing EMTS functional areas. The contractor shall continue to develop, update, and provide maintenance in the established development environment based on these new requirements. The contractor shall follow the full system development life cycle process including steps such as development, implementation, deployment, testing, training, and documentation for any of the EMTS upgrades. The code shall be written with extensive comments to facilitate the understanding and intention of

the EMTS code. EPA shall retain ownership of the code when deployed. The contractor shall deploy the code as required by EPA NCC's system deployment process. In addition, the contractor shall collect deployment testing results and provide problems, suggestions, and comments to EPA. The contractor shall develop a code change methodology for maintaining and documenting all the code changes. The contractor shall deliver a complete set of EMTS code with all the documented changes at the end of this WA.

The contractor shall keep a change log file (user story) documenting all the necessary EMTS changes including future changes and new features and functions. The contractor shall work with EPA to prioritize changes for future EMTS upgrades. The contractor shall update and maintain the EMTS system based on the change log priorities. EPA anticipates at least quarterly EMTS updates with emergency updates if necessary.

The contractor shall work with the WAM and assist with necessary coordination work such as NCC's application development checklist (ADC) process, NCC upgrades, CDX integration, EPA exchange node process, EPA security plan, EPA CROMERR requirements, and other necessary deployment tasks.

The contractor shall follow the EPA security guidelines for all EMTS processes, data and code.

Task 3: EMTS System and User Documentation

The contractor shall work with the WAM on maintaining the existing EMTS system and user documents. The contractor shall update all user documents and system related documents after each of the major upgrade. The WAM will provide a list of documents requiring updates.

The contractor shall maintain EMTS Operations Manual for any routine system maintenance and database tasks. This operation manual shall document procedures and tools (for example queries, commercial tools, system scripts, and commands, etc.) for maintaining and monitoring EMTS. The operations manual shall include the necessary routine system and database cleaning and maintenance procedures. This operations manual should also include database disaster recovery plan. The contractor should work with the WAM on the contents and the format of the operations manual.

Task 4: EMTS Administration Training

The contractor shall work with the WAM to create training materials and provide training related to EMTS database administration and EMTS Operations Manual. This training includes but is not limited to the areas of system and database administrations, application monitoring tools, database maintenance procedures, and changes related to EMTS upgrades.

The contractor shall work with the WAM to make sure the administration training materials stay updated as EMTS is updated.

IV PROJECT REPORTING

Monthly Status Report

The contractor shall provide monthly status reports in accordance with Monthly Progress Reports Deviation. The monthly status reports shall track the progress on each of the tasks under this work assignment.

End of Project Period Status Report

At the end of the project period, the contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

V DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the schedule below.

<u>Task</u>	<u>Milestone/Deliverable</u>	<u>Date</u>
1	Work assignment management meetings	Weekly
1	Update EMTS MS Project plan	Quarterly and as needed by WAM
1	EMTS change log (user stories)	Quarterly and as needed by WAM
2	Deliver EMTS code with all the documented changes	12/21/2012
2	EMTS updates	Quarterly and as needed by WAM
3	Update EMTS Operations Manual	Quarterly and as needed by WAM
3	EMTS system and database documents	TBD by WAM
3	EMTS user documents	TBD by WAM
4	EMTS admin trainings and training materials	TBD by WAM

VI DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WAM

The following applies to all tasks under this effort unless otherwise specified by the WAM during the performance of that task.

The contractor shall deliver all draft and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum: the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

Inspection and Acceptance Criteria

The WAM will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WAM.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

1-05

☐ Other ☒ Amendment Number:

000001

Contract Number

EP-C-11-007

Contract Period 02/01/2011 To 12/31/2012

Base

Option Period Number 1

Title of Work Assignment/SF Site Name

EMTS development & Maintenance

Contractor

SRA INTERNATIONAL, INC.

Specify Section and paragraph of Contract SOW

C, D

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 01/01/2012 To 12/31/2012

Comments:

The purpose of this amendment is to add additional new functions to EMTS as described in the EP-C-11-007, Work Assignment 1-05 Amendment 1 Statement of Work.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

02/01/2011 To 12/31/2012

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Ann Chiu

Branch/Mail Code:

Phone Number 734-214-4544

FAX Number:

(Signature)

(Date)

Project Officer Name Ann Chiu

Branch/Mail Code:

Phone Number: 734-214-4544

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Angela Lower

Branch/Mail Code:

Phone Number: 513-487-2036

FAX Number:

(Signature)

(Date)

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

1-05

☐ Other ☒ Amendment Number:

000001

Contract Number

EP-C-11-007

Contract Period 02/01/2011 To 12/31/2013

Base

Option Period Number 1

Title of Work Assignment/SF Site Name

EMTS maintenance

Contractor

SRA INTERNATIONAL, INC.

Specify Section and paragraph of Contract SOW

C & D

Purpose:

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Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

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Incremental Funding

☒

Work Plan Approval

Period of Performance

From 01/01/2012 To 12/31/2012

Comments:

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Superfund

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Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

02/01/2011 To 12/31/2013

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor W/P Dated: 11/13/2012

Cost/Fee: \$98,578.89

LOE: 763

Cumulative Approved:

Cost/Fee: \$1,097,537.49

LOE: 11,763

Work Assignment Manager Name Ann Chiu

Branch/Mail Code:

Phone Number: 734-214-4544

FAX Number:

(Signature)

(Date)

Project Officer Name Ann Chiu

Branch/Mail Code:

Phone Number: 734-214-4544

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Sandra Savage

Branch/Mail Code:

Phone Number: 513-487-2046

FAX Number:

(Signature)

(Date)

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

1-05

☐ Other☒ Amendment Number:

000001

Contract Number

EP-C-11-007

Contract Period 02/01/2011 To 12/31/2012

Option Period Number 1

Title of Work Assignment/SF Site Name

EMTS development & Maintenance

Contractor

SRA INTERNATIONAL, INC.

Specify Section and paragraph of Contract SOW

C, D

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 01/01/2012 To 12/31/2012

Comments:

The purpose of this amendment is to add additional new functions to EMTS as described in the EP-C-11-007, Work Assignment 1-05 Amendment 1 Statement of Work.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

02/01/2011 To 12/31/2012

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee: \$998,958.60

LOE: 11000

Work Assignment Manager Name Ann Chiu

Branch/Mail Code:

Phone Number 734-214-4544

FAX Number:

(Signature)

(Date)

Project Officer Name Ann Chiu

Branch/Mail Code:

Phone Number: 734-214-4544

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Matthew Growney

Branch/Mail Code: CPD

Phone Number: 513-487-2029

FAX Number:

(Signature)

(Date)

10/15/2012

STATEMENT OF WORK

Title: EPA Moderated Transaction System Maintenance

Contractor and Contract Number: System Research and Applications Co.,
Contract EP-C-11-007

Work Assignment Number: 1-05

Work Assignment Manager (WAM): Ann Chiu
2000 Traverwood Drive
Ann Arbor, MI 48105
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I. BACKGROUND

The Office of Transportation and Air Quality (OTAQ) is responsible for implementation of the Renewable Fuel Standard (RFS). The RFS regulations, currently in 40 CFR Part 80 Subpart K, are referred to as "RFS1" in this document. RFS1 was in effect September 2007 to June 30, 2010. Due to the passage of the Energy Independence and Security Act of 2007 (EISA) in December 2007, EPA was required to implement new regulations, referred to as "RFS2" in this document. RFS2

implementation began on July 1, 2010.

Under RFS1, credits called Renewable Identification Numbers, or RINs, were traded between parties. RFS1 RINs were the basic unit of compliance under the RFS program and consist of 38 digits that convey information about the RIN generator (renewable fuel producer or importer) and the batch of renewable fuel associated with the RIN. Under RFS2, RINs are still the basic unit of compliance but designed for easier generation and trade for regulated parties.

The EPA Moderated Transaction System (EMTS) was created to better support the RFS2 program and simplify RIN generation and transfer of RIN credits between renewable fuel producers, gasoline and diesel refiners, importers, exporters and non-obligated RIN owners. EMTS users submit RIN credits through the EPA Central Data Exchange (CDX) environment and EMTS monitors and logs these transactions and conduct checks, for the purpose of identifying and preventing discrepancies from established transaction rules. The EMTS was deployed to production in 2010 and is used by an established base of industry users, of which some are already participating with the RFS1 program. Currently, EMTS has processed more than 8 million transactions for over 400 registered industry users and 1000 companies. The system assists more than 425,000 RIN credits transactions each month.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections D and E of the contract's statement of work.

III TASKS

The purpose of this work assignment (WA) is to continue developing, maintaining and updating EMTS. For all the following tasks, the contractor shall work with EPA's EMTS team and other EPA contractors and project teams such as the EPA CDX team and the EPA central computer center (NCC) contractors. The contractor shall also coordinate EMTS data with other EPA databases such as the OTAQ DCFUEL database (Fuels program database for all fuels data) and OTAQReg (the Fuels program's registration system) when needed.

Task 1: Project Management

The contractor shall deliver monthly WA status reports which shall track the progress on each of the tasks/deliverables. The report shall include the information such as task and subtask names, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, and work on hold status. PO and WAM will notify the contractor in writing regarding any changes to the report format.

The contractor shall maintain an EMTS project plan (in MS Project format) for all the development and maintenance tasks and deliverables. The contractor shall have weekly management meetings with EPA project team to report progress, discuss issues, coordinate tasks schedule and set priorities, and review project plan.

The contractor shall assist the WAM on project management needs, including: information posting on the web, webinar meetings, and coordinating with EMTS users when needed.

Task 2: EMTS Development and Maintenance

The contractor shall work with the WAM to define new requirements for all existing EMTS functional areas. The contractor shall continue to develop, update, and provide maintenance in the established development environment based on these new requirements. The contractor shall follow the full system development life cycle process including steps such as development, implementation, deployment, testing, training, and documentation for any of the EMTS upgrades.

The code shall be written with extensive comments to facilitate the understanding and intention of the EMTS code. EPA shall retain ownership of the code when deployed. The contractor shall deploy the code as required by EPA NCC's system deployment process. In addition, the contractor shall collect deployment testing results and provide problems, suggestions, and comments to EPA. The contractor shall develop a code change methodology for maintaining and documenting all the code changes. The contractor shall deliver a complete set of EMTS code with all the documented changes at the end of this WA.

The contractor shall keep a change log file (user story) documenting all the necessary EMTS changes including future changes and new features and functions. The contractor shall work with EPA to prioritize changes for future EMTS upgrades. The contractor shall update and maintain the EMTS system based on the change log priorities. EPA anticipates at least quarterly EMTS updates with emergency updates if necessary.

The contractor shall work with the WAM and assist with necessary coordination work such as NCC's application development checklist (ADC) process, NCC upgrades, CDX integration, EPA exchange node process, EPA security plan, EPA CROMERR requirements, and other necessary deployment tasks.

The contractor shall follow the EPA security guidelines for all EMTS processes, data and code.

The contractor shall hold weekly meetings with EPA EMTS team and the WAM on developing detail requirements for new EMTS functions and make necessary updates on the subtasks. The contractor shall create new EMTS functions based on the priority of the following subtask list. The contractor shall work with EPA NCC staff implementing all the subtask functions to EMTS production server.

The contractor shall develop a project plan and schedule for all the subtasks and obtain WAM's approval via written technical direction before starting each subtask work. The WAM will notify, via written technical direction, the contractor on subtask requirements, priority, and deadline changes before the contractor start developing subtask project plan.

WA 1-05 Task 2 Subtask List:

<u>Sub-task Number</u>	<u>Subtask description</u>	<u>EMTS new function #</u>	<u>Work Priority</u>
2.1	The contractor shall create new EMTS function for batch shutdown	EMTS-491	1
2.2	The contractor shall create new EMTS function when system is taken offline automatically at a programmable date and time	EMTS-563	1
2.3	The contractor shall create new EMTS function for taking Batch offline or shutting down the Spring Batch jobs	EMTS-570	1
2.4	The contractor shall create new EMTS function for preventing "Currently submitting your bin" QA Check from being bypassed via submitting from multiple browsers and across multiple users	EMTS-546	1

2.5	The contractor shall create new EMTS function for guarding against "Multiple Same-RIN-Year Submissions " by multiple users in different sessions	EMTS-564	1
2.6	The contractor shall create new EMTS function to identify transactions that did not fail but belong to a failed submission	EMTS-598	1
2.7	The contractor shall create EMTS database partition for each RIN year	EMTS-581	1
2.8	The contractor shall create new EMTS function to partition data by RIN Year	EMTS-512	1
2.9	The contractor shall create new EMTS function for new data migration to RIN Year partitions	EMTS-565	1
2.10	The contractor shall create new EMTS function to add RIN Year attribute to EMTS Quarterly and Annual Reports	EMTS-511	1
2.11	The contractor shall set the partition criterion for WEB_TRADE submissions.	EMTS-582	1
2.12	The contractor shall set the partition criterion for RIN generate transactions	EMTS-583	1
2.13	The contractor shall set the partition criterion for RIN separate transactions.	EMTS-584	1
2.14	The contractor shall set the partition criterion for RIN sell transactions.	EMTS-585	1
2.15	The contractor shall set the partition criterion for RIN buy transactions.	EMTS-586	1
2.16	The contractor shall set the partition criterion for RIN retire transactions.	EMTS-587	1
2.17	The contractor shall set the partition criterion for RIN unretire transactions.	EMTS-588	1
2.18	The contractor shall create EMTS database partitioning of email notifications.	EMTS-591	1
2.19	The contractor shall create EMTS database partitioning for OTAQ synchronizations	EMTS-592	1
2.20	The contractor shall create EMTS database partitioning for "Document Solicit" audit.	EMTS-593	1
2.21	The contractor shall create the ARCHIVE_YEAR column for problem transaction processing scenarios.	EMTS-594	1
2.22	The contractor shall create new DDL for new components.	EMTS-1001	1
2.23	The contractor shall create new EMTS function for XSD changes.	EMTS-1002	1
2.24	The contractor shall create Java code to process new XML records.	EMTS-1003	1
2.25	The contractor shall create QA Checks for new data.	EMTS-1004	1

2.26	The contractor shall create integration testing plan and testing new function with CGI.	EMTS-1005	1
2.27	The contractor shall create new screen to allow Quality Assurance Providers (QAPs) to view their registration Data.	EMTS-1006	1
2.28	The contractor shall create new screen to allow industry users to see their QAPs.	EMTS-1007	1
2.29	The contractor shall create new DDL and Java attributes to capture QAP data.	EMTS-1008	1
2.30	The contractor shall update RIN creation to set a QAPs flag	EMTS-1009	1
2.31	The contractor shall add QA check to validate QAP data supplied by producer.	EMTS-1010	1
2.32	The contractor shall use OTAQ data to set QAP level for created RIN Batch.	EMTS-1011	1
2.33	The contractor shall add new QAP data to XSD.	EMTS-1012	1
2.34	The contractor shall do integration testing on EMTS XSD with industry users.	EMTS-1013	1
2.35	The contractor shall create EMTS Transaction XSD for QAPs.	EMTS-1014	1
2.36	The contractor shall add QAP data to buy and sell database tables	EMTS-1015	1
2.37	The contractor shall create new input page to allow organizations to define an exclude list for QAPs	EMTS-1016	1
2.38	The contractor shall create a new function to allow organizations to define preferred QAPs.	EMTS-1017	1
2.39	The contractor shall update reservation process to consider QAP data.	EMTS-1018	1
2.40	The contractor shall updated QA checks for new QAPs functions.	EMTS-1019	1
2.41	The contractor shall modify Pending Trades pages to add new data.	EMTS-1020	1
2.42	The contractor shall update wizard advanced option pages to search/display QAP Status.	EMTS-1021	1
2.43	The contractor shall add new Compliance Level Code for QAP's Retire Action - updated Wizard flow.	EMTS-1022	1
2.44	The contractor shall add new Wizard for QAP Retire (if required).	EMTS-1023	1
2.45	The contractor shall add ability to select RIN assurance level (if XSD change) for industry users.	EMTS-1024	1
2.46	The contractor shall add ability to select RIN assurance level (if XSD change) for EPA administrators.	EMTS-1025	1
2.47	The contractor shall add ability to select RIN assurance level (if XSD change) for Quality Assurance Providers.	EMTS-1026	1
2.48	The contractor shall add RIN assurance level (if XSD change) for EMTS monthly reports.	EMTS-1027	1

2.49	The contractor shall create new generation report for QAPs,	EMTS-1028	1
2.50	The contractor shall enhance subscription page to limit subscriptions related to QAPs.	EMTS-1029	1
2.51	The contractor shall create new function to support QAP ability to solicit documents.	EMTS-1030	1
2.52	The contractor shall add appropriate QAP data to Transaction status and history reports.	EMTS-1031	1
2.53	The contractor shall add appropriate QAP data to the Pending trades and details page.	EMTS-1032	1
2.54	The contractor shall add QAP data to completed trades report.	EMTS-1033	1
2.55	The contractor shall create new reports for QAPs (aggregate, generation, pending QAP action, etc.).	EMTS-1034	1
2.56	The contractor shall create New Reports for Producers. (e.g. Batches that are waiting to be QAPed)	EMTS-1035	1
2.57	The contractor shall update RIN holdings report with QAP data.	EMTS-1036	1
2.58	The contractor shall update RIN batches report with QAP data.	EMTS-1037	1
2.59	The contractor shall update EMTS quarterly reports with QAP data.	EMTS-1038	1
2.60	The contractor shall update EMTS Annual reports for QAPs.	EMTS-1039	1
2.61	The contractor shall create Quarterly reports for QAPs.	EMTS-1040	1
2.62	The contractor shall update transaction error report process with QAP information.	EMTS-1041	1
2.63	The contractor shall add QAP data to web pages that display RIN information.	EMTS-1042	1
2.64	The contractor shall add QAP data to web pages that display transaction details (if XSD Changes).	EMTS-1043	1
2.65	The contractor shall modify RIN Holdings page (includes changes to view) for QAPs.	EMTS-1044	1
2.66	The contractor shall modify security to new QAP user accounts.	EMTS-1045	1
2.67	The contractor shall add QAP criteria to filters, where appropriate.	EMTS-1046	1
2.68	The contractor shall add new pages/functions to show QAP activity.	EMTS-1047	1
2.69	The contractor shall create new function to allow QAPs to suspend association.	EMTS-1048	1
2.70	The contractor shall create Wizard to Support QAP Ability to Act on one or more RIN Batches.	EMTS-1049	1

2.71	The contractor shall create new function to archive new QAP actions to CDX.	EMTS-1050	1
2.72	The contractor shall add XML Processing of new Transaction Type (Approve/Insure) for QAPs.	EMTS-1051	1
2.73	The contractor shall create new EMTS function for Monthly reports purge.	EMTS-341	1
2.74	The contractor shall create new EMTS function to edit Transaction Error Report after Submission.	EMTS-530	1
2.75	The contractor shall create new EMTS function to archive unretire transactions to CDX like other transaction types.	EMTS-346	1
2.76	The contractor shall create new EMTS function to change Annual Compliance Date for 2013.	EMTS-385	1
2.77	The contractor shall create new EMTS function to allow use of any version of Firefox browser.	EMTS-589	1
2.78	The contractor shall create a support utility that would allow an admin to identify the reason two transactions did not match.	EMTS-568	1
2.79	The contractor shall create new EMTS function to provides application status information on the local file system.	EMTS-571	1
2.80	The contractor shall create new EMTS function for XML submission notification as well as WEB and WEB_TRADE archive submission to CDX Node.	EMTS-596	1
2.81	The contractor shall create a new function to prevent report generation if it requires data that is no longer available, after it has been archived.	EMTS-597	1
2.82	The contractor shall develop QAPs regression test plans, automation, and overall strategy.	EMTS-567	1
2.83	The contractor shall create new EMTS function for Automate Quarterly PDF and XML Reports.	EMTS-144	1
2.84	The contractor shall create new EMTS function for Automated Annual Reports.	EMTS-168	1
2.85	The contractor shall create new EMTS function to create RIN Events Capture Framework.	EMTS-572	1
2.86	The contractor shall create new EMTS function to manage RIN Events: Capture Generate Transaction events.	EMTS-542	1
2.87	The contractor shall create new EMTS function to manage RIN Events: Capture Separate Transaction events.	EMTS-543	1

2.88	The contractor shall create new EMTS function to manage RIN Events: Capture Trade Transaction events.	EMTS-544	1
2.89	The contractor shall create new EMTS function to manage RIN Events: Capture Retire Transaction events.	EMTS-545	1
2.90	The contractor shall create new EMTS function to manage continued RIN Events design and development.	EMTS-555	1
2.91	The contractor shall create new EMTS function to manage RIN Event data modeling, DDL, and metadata.	EMTS-541	1
2.92	The contractor shall create new EMTS function to manage populated RIN events audit table from past events.	EMTS-538	1
2.93	The contractor shall create new EMTS function to generate the Transaction history report from EPA Admin web application.	EMTS-261	2
2.94	The contractor shall create new EMTS function for RIN Batch History using Originating Source.	EMTS-149	2
2.95	The contractor shall create new EMTS function to audit EMTS table for RIN Events.	EMTS-176	2
2.96	The contractor shall create new EMTS function to view "Last Transactions" from View RIN Holding Details.	EMTS-175	2
2.97	The contractor shall create new EMTS function to search by Originating Source on the RIN Holding History page.	EMTS-151	2
2.98	The contractor shall assist on RIN Event Data Requirement definitions.	EMTS-573	3
2.99	The contractor shall create process to backfill RIN Audit records.	EMTS-574	3
2.100	The contractor shall create new EMTS function on RIN Batch History for Industry Users.	EMTS-177	2
2.101	The contractor shall implement RIN Holding Balances.	EMTS-354	3
2.102	The contractor shall create new function for Buy/Sell Transactions with reason code "Alternative Reporting Method."	EMTS-492	3
2.103	The contractor shall create new EMTS function for matching criteria for buy/sell reason codes 110.	EMTS-500	2
2.104	The contractor shall create new EMTS function to manage QA Check: New buy/sell reason codes 110 require assigned RINs.	EMTS-501	2
2.105	The contractor shall create Global Parameter for expiring sells with reason code 110.	EMTS-502	2

2.106	The contractor shall create new EMTS function for QA Check: Buy using reason code 110 must provide matching Sell's transaction id.	EMTS-503	2
2.107	The contractor shall create new EMTS function to view Buy Transfer Date on Sell Details for sell reason code 110.	EMTS-504	2
2.108	The contractor shall create new EMTS function for a trade with reason code 'UniqueIdentifier (110)' must be initiated with a Sell.	EMTS-505	2
2.109	The contractor shall create new EMTS function for buyer accepting sell with "Unique Identifier" reason code (proposed 110) must provide Transfer Date.	EMTS-506	2
2.110	The contractor shall create new EMTS function for a job has a programmable timeout value governing how long it waits for dependencies.	EMTS-495	2
2.111	The contractor shall create new EMTS function to receives email when job times out waiting for dependencies.	EMTS-509	2
2.112	The contractor shall create new EMTS function to receive email with status of scheduled nightly/hourly jobs.	EMTS-496	3
2.113	The contractor shall create new EMTS function for all Quartz and Business jobs run by the scheduler have entries in JOB_LOG_AUDIT for Start and End (Success or Failure) of execution.	EMTS-595	1
2.114	The contractor shall redesign job log.	EMTS-449	2
2.115	The contractor shall create new EMTS function to view scheduled jobs.	EMTS-411	2
2.116	The contractor shall create new EMTS function for EPA administrator configures scheduled job.	EMTS-413	2
2.117	The contractor shall create new EMTS function for EPA administrator manage job dependencies.	EMTS-418	2
2.118	The contractor shall create new EMTS function for EMTS administrator add job dependency.	EMTS-419	3
2.119	The contractor shall create new EMTS function for EPA administrator removes dependency.	EMTS-420	3
2.120	The contractor shall create new EMTS function for EPA administrator enables/disables job dependency.	EMTS-427	3

2.121	The contractor shall create new EMTS function for EPA administrator view job dependency audit log.	EMTS-429	2
2.122	The contractor shall create new EMTS function for Job Dependency Checks.	EMTS-423	3
2.123	The contractor shall create new EMTS function for EPA administrator views scheduled job audit log.	EMTS-421	3
2.124	The contractor shall create new EMTS function for EPA administrator view scheduled job details.	EMTS-422	2
2.125	The contractor shall create new EMTS function to manage Admin/Support requests document from web app.	EMTS-389	3
2.126	The contractor shall create new EMTS function to audit log for EPA administrator document request.	EMTS-428	2
2.127	The contractor shall create new EMTS function to monitor scheduled jobs.	EMTS-425	2
2.128	The contractor shall create new EMTS function for EPA administrator to view documents for ad hoc requests.	EMTS-437	2
2.129	The contractor shall create new EMTS function to search scheduled jobs by date on Monitor, Scheduled Jobs page.	EMTS-431	3
2.130	The contractor shall create new EMTS function to view scheduled job history.	EMTS-426	2
2.131	The contractor shall improve RIN Batch History navigation.	EMTS-171	2
2.132	The contractor shall create new EMTS function to optimize View RIN Holdings.	EMTS-327	2
2.133	The contractor shall use Materialized View as Data Source for Pending Trade Details Document.	EMTS-518	3
2.134	The contractor shall redesign transaction bin for new QAPs functions.	EMTS-435	3
2.135	The contractor shall create new EMTS function to manage Transaction Bin confirmation queues submission.	EMTS-497	3
2.136	The contractor shall create new EMTS function to have "Add to transaction bin" request is accepted immediately for processing.	EMTS-498	3
2.137	The contractor shall create new EMTS function to have Transaction Status labels in Transaction Bin are reader-friendly.	EMTS-499	3
2.138	The contractor shall create new EMTS function to view QA Errors.	EMTS-508	3
2.139	The contractor shall create Attest Auditor Report.	EMTS-203	3

2.140	The contractor shall document frequency matches amount of data found in EMTS documents.	EMTS-191	2
2.141	The contractor shall create new EMTS function for EPA administrator select organizations to receive discontinued documents or notifications.	EMTS-313	2
2.142	The contractor shall create new EMTS function for EPA administrator add process code.	EMTS-209	2
2.143	The contractor shall create new EMTS function for EPA administrator add Feedstock Code.	EMTS-210	2
2.144	The contractor shall create new EMTS function for EPA confirm addition of new Feedstock/Process Code.	EMTS-211	2
2.145	The contractor shall create new EMTS function to audit code changes made outside the web application.	EMTS-217	2
2.146	The contractor shall create new EMTS function for EPA confirm and submit account action (lock).	EMTS-49	2
2.147	The contractor shall create new EMTS function for EPA confirm and submit account action (unlock).	EMTS-50	2
2.148	The contractor shall create new EMTS function for system create notification of Locked/Unlocked account status.	EMTS-51	2
2.149	The contractor shall create XML Validation Report.	EMTS-335	
2.150	The contractor shall create feedback function contains errors for blocked dependent transactions.	EMTS-98	2
2.151	The contractor shall create new EMTS function for notification that Quarterly Reports have not been downloaded.	EMTS-116	2
2.152	The contractor shall create new EMTS function for notification of Transaction Bin Expiration.	EMTS-148	2
2.153	The contractor shall create new EMTS function to add system URL signature at the bottom of EMTS-sent emails.	EMTS-169	2
2.154	The contractor shall create new EMTS function for user manages individual notifications.	EMTS-343	2
2.155	The contractor shall allow EMTS user subscribes to notifications as an individual not belong to any organization or company	EMTS-344	2

2.156	The contractor shall update monthly report including organization code for EPA administrator	EMTS-115	3
2.157	The contractor shall create new EMTS function to audit enabling/disabling of remedial action codes for organizations.	EMTS-219	2
2.158	The contractor shall create new EMTS function for EPA view all QA checks.	EMTS-90	2
2.159	The contractor shall create new EMTS function for EPA enable/disable QA checks.	EMTS-91	2
2.160	The contractor shall create new EMTS function to view audit log for QA checks.	EMTS-136	2
2.161	The contractor shall create new EMTS function for EPA administrator identify whether a US state or territory shall be treated as domestic or foreign producer.	EMTS-157	2
2.162	The contractor shall create new EMTS function for EPA re-opens transaction error reporting for an organization for the active error reporting quarter.	EMTS-386	2
2.163	The contractor shall create new EMTS function to filter Fuel Pathway Audit Log.	EMTS-208	2
2.164	The contractor shall create new EMTS function for EPA creates customized notification.	EMTS-110	2
2.165	The contractor shall create new EMTS function for EPA administrator posting EMTS system updates and announcements on EMTS News web page	EMTS-88	2
2.166	The contractor shall create new EMTS function to allow customized report title page.	EMTS-106	2
2.167	The contractor shall create new EMTS function for EPA user view notification grid.	EMTS-119	2
2.168	The contractor shall create new EMTS function for EPA User Filter Notifications.	EMTS-120	2
2.169	The contractor shall create tools for EPA administrator to update EMTS Announcements/Notifications when needed	EMTS-205	2
2.170	The contractor shall create new EMTS function allowing EPA to view facility details	EMTS-108	2
2.171	The contractor shall create new EMTS function which allows EPA to view organizations subscriptions	EMTS-124	2
2.172	The contractor shall create new EMTS function which allows EPA to view retire transaction details from RIN holding detail.	EMTS-107	2
2.173	The contractor shall create new EMTS function which allows EPA views and exports organization flags.	EMTS-216	2

2.174	The contractor shall create new EMTS function to extend time before time-out.	EMTS-103	2
2.175	The contractor shall create new EMTS function to review Trades and Trade Details navigation.	EMTS-150	2
2.176	The contractor shall make sure system does not write TransactionDetailCommentText-embedded CR/LF characters in reports and documents.	EMTS-316	2
2.177	The contractor shall create new EMTS function to add Trading Partner's price to view details.	EMTS-189	2
2.178	The contractor shall create new EMTS function to upload Transaction Errors.	EMTS-101	2
2.179	The contractor shall create Multi Thread 3 per Day Reports.	EMTS-334	2
2.180	The contractor shall create new EMTS function to download QA Feedback Report in XML Format.	EMTS-154	2
2.181	The contractor shall create new EMTS function to manage Deactivated RINs Document.	EMTS-201	2
2.182	The contractor shall create new EMTS function allows EPA view organization account details.	EMTS-86	2
2.183	The contractor shall create new EMTS function to manage notification of daily jobs and reports.	EMTS-56	2
2.184	The contractor shall create system monitoring tools for EMTS administrators.	EMTS-142	3
2.185	The contractor shall create Refactor Notification Emails to pull all dates from New Pending_Trades table.	EMTS-248	2
2.186	The contractor shall serialize processing on a single thread of submissions for a given organization.	EMTS-180	3
2.187	The contractor shall create new EMTS function for industry user filters submission log details.	EMTS-141	2
2.188	The contractor shall process within the same day on received paper submissions that are not in the submission queued	EMTS-100	2
2.189	The contractor shall create Data Preparer role.	EMTS-76	3
2.190	The contractor shall create new EMTS function to add "Data Preparer" field to Transaction Details pages for web submissions.	EMTS-97	2
2.191	The contractor shall create EPA "Reports Viewer" role permissions.	EMTS-74	3

2.192	The contractor shall create new EMTS function to prevent unreported transaction errors notification sent to organizations that have submitted transactions in the previous quarter.	EMTS-240	2
2.193	The contractor shall create new EMTS function for industry user view notification grid.	EMTS-12	2
2.194	The contractor shall create new EMTS function for industry user filter notifications.	EMTS-14	2
2.195	The contractor shall create new EMTS function for EPA view notification details.	EMTS-19	2
2.196	The contractor shall create new EMTS function for EPA scheduled job to send custom notifications.	EMTS-200	3
2.197	The contractor shall create new EMTS function allows EPA user confirms customized notification.	EMTS-185	3
2.198	The contractor shall create new EMTS function allows EPA view customized notifications.	EMTS-186	3
2.199	The contractor shall create new EMTS function to establish hierarchy of QA checks.	EMTS-92	3
2.200	The contractor shall create new EMTS function to lock portion of RIN batch for industry and EPA users.	EMTS-15	2
2.201	The contractor shall create new EMTS function to allow the system use a SAK NAAS token for Web service calls when applicable.	EMTS-117	2
2.202	The contractor shall create new EMTS function to have OTAQ-SYNC QA Checks database-driven catalog.	EMTS-277	3
2.203	The contractor shall create new EMTS function to block EMTS submission activity during OTAQ-Sync.	EMTS-135	3
2.204	The contractor shall create OTAQ-SYNC re-factoring tools.	EMTS-128	3
2.205	The contractor shall create EMTS announcements appear in date order.	EMTS-87	2
2.206	The contractor shall modify EMTS home page displays system alerts.	EMTS-89	2
2.207	The contractor shall create new EMTS function to combine feedstock and coproduct.	EMTS-241	3
2.208	The contractor shall create new EMTS function to display announcements on Homepage.	EMTS-112	2

2.209	The contractor shall create new EMTS function to have warning message popup when navigating away from a transaction wizard page.	EMTS-94	2
2.210	The contractor shall create new EMTS function to sort data in grid contains entire filtered dataset.	EMTS-42	2
2.211	The contractor shall create new EMTS function to view count of Pending Received and Initiated Trades on EMTS Home Page.	EMTS-99	2
2.212	The contractor shall create new EMTS function to manage Pending Trades Grid.	EMTS-93	2
2.213	The contractor shall expand accordion for larger content.	EMTS-95	2
2.214	The contractor shall create new EMTS function to manage invalid fuel pathway message on Homepage.	EMTS-174	2
2.215	The contractor shall create new EMTS function to have warning message popup when navigating away from a transaction bin with unsubmitted transactions.	EMTS-198	2
2.216	The contractor shall create new EMTS function to select organization redirects user with limited permissions to view Organizations page.	EMTS-213	2
2.217	The contractor shall create Printer-friendly pages.	EMTS-226	3
2.218	The contractor shall create new EMTS function to edit Global Parameter enhancements.	EMTS-239	2
2.219	The contractor shall create QAPs user profile.	EMTS-242	
2.220	The contractor shall create new EMTS page links in EPA Announcements Accordion.	EMTS-318	2
2.221	The contractor shall create JMS Queue: Use a TCP direct connection for clients.	EMTS-102	2
2.222	The contractor shall create new EMTS function to allow EPA view organization details.	EMTS-109	2
2.223	The contractor shall create profile separate XML file processing.	EMTS-129	2
2.224	The contractor shall re-design EMTS staging and processing of data for QAPs.	EMTS-96	2
2.225	The contractor shall profile large mixed transaction submission.	EMTS-114	2
2.226	The contractor shall profile large buy XML file processing.	EMTS-130	2
2.227	The contractor shall monitor submission traffic (XML Web) during load testing for new functions.	EMTS-131	2

2.228	The contractor shall evaluate technical options for easier producing Monthly Statistics Reports.	EMTS-315	3
2.229	The contractor shall create new EMTS function to continue processing OTAQ-Sync when an exception occurs. The system shall NOT be left unusable following an exception.	EMTS-322	3
2.230	The contractor shall create functions for EPA queries data.	EMTS-405	3
2.231	The contractor shall create new EMTS function to show EPA updates on Manage Agent Subscriptions page.	EMTS-355	2
2.232	The contractor shall create new EMTS function to block multiple originating sources in one submit operation.	EMTS-376	2
2.233	The contractor shall create new EMTS function to improve global parameter audit log grid on admin page.	EMTS-377	2
2.234	The contractor shall create new EMTS function for RIN_YEARS_ALLOWED global parameter.	EMTS-387	3
2.235	The contractor shall create function for Batch UI .	EMTS-388	3
2.236	The contractor shall create new EMTS function to manage transaction details updated with partner's public supporting documents once available.	EMTS-392	2
2.237	The contractor shall create new EMTS function to sort codes by numeric values.	EMTS-393	2
2.238	The contractor shall create new EMTS function for Admin user to unretire RINs appear in an organization's Retired RIN holdings.	EMTS-394	2
2.239	The contractor shall create Instructions to Batch UI.	EMTS-396	2
2.240	The contractor shall add Unretire grid to the View Aggregate RINs Retired for Obligation page.	EMTS-397	2
2.241	The contractor shall create paginated grids which do NOT fetch the first page if the count is 0.	EMTS-414	2
2.242	The contractor shall optimize CdxNotifyService.completeEmtsSubmissionWithNotification function.	EMTS-433	3
2.243	The contractor shall create new EMTS function to lock/unlock multiple RIN batches as a EPA admin user.	EMTS-450	2

2.244	The contractor shall create new EMTS function for EPA confirm multiple RIN batch lock/unlock.	EMTS-451	2
2.245	The contractor shall create new EMTS function to remove unused subscription method.	EMTS-452	2
2.246	The contractor shall create new EMTS function for QA Check: XML submissions contain one RIN Year.	EMTS-458	2
2.247	The contractor shall create new EMTS function for Web submissions contain one RIN Year.	EMTS-459	2
2.248	The contractor shall create new EMTS function to trim leading and trailing spaces on all fields.	EMTS-460	2
2.249	The contractor shall create new EMTS function to generate RFS2 reports that do not require Sunday evening re-start.	EMTS-479	3
2.250	The contractor shall create new EMTS function to add additional filter options for Lock RIN Batches page.	EMTS-480	2
2.251	The contractor shall create new EMTS function to add Audit log for EPA transaction search.	EMTS-482	2
2.252	The contractor shall change EMTS XSD schema to make the Transfer Date optional.	EMTS-507	3
2.253	The contractor shall create new EMTS function to manage Scheduled Jobs Integration Test	EMTS-494	3
2.254	The contractor shall create new EMTS function to remove transactions from Transaction Bin when RINs are in an unreserved state.	EMTS-478	3
2.255	The contractor shall create Transaction History Report for Organization for specified date range.	EMTS-531	3
2.256	The contractor shall create new EMTS function to have Submission log received submissions audit.	EMTS-514	3
2.257	The contractor shall define and establish the relationship between agent and industry Reports.	EMTS-556	3
2.258	The contractor shall create new EMTS function to disable both "Submit" buttons on the transaction BIN after a user has clicked one of the buttons.	EMTS-533	3

2.259	The contractor shall create global parameters that allows admin to turn on or off the application status debug information in the log files.	EMTS-575	3
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Task 3: EMTS System and User Documentation

The contractor shall work with the WAM on maintaining the existing EMTS system and user documents. The contractor shall update all user documents and system related documents after each of the major upgrade. The WAM will provide a list of documents requiring updates.

The contractor shall maintain EMTS Operations Manual for any routine system maintenance and database tasks. This operation manual shall document procedures and tools (for example queries, commercial tools, system scripts, and commands, etc.) for maintaining and monitoring EMTS. The operations manual shall include the necessary routine system and database cleaning and maintenance procedures. This operations manual should also include database disaster recovery plan. The contractor should work with the WAM on the contents and the format of the operations manual.

The contractor shall update documents related to new functions and updates by the implementation dates.

Task 4: EMTS Administration Training

The contractor shall work with the WAM to create training materials and provide training related to EMTS database administration and EMTS Operations Manual. This training includes but is not limited to the areas of system and database administrations, application monitoring tools, database maintenance procedures, and changes related to EMTS upgrades.

The contractor shall work with the WAM to make sure the administration training materials stay updated as EMTS is updated.

The contractor shall train system and database administrators on the new functions within one week of the implementation date.

IV PROJECT REPORTING

Monthly Status Report

The contractor shall provide monthly status reports in accordance with Monthly Progress Reports Deviation. The monthly status reports shall track the progress on each of the tasks under this work assignment.

End of Project Period Status Report

At the end of the project period, the contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

V DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the schedule below.

<u>Task</u>	<u>Milestone/Deliverable</u>	<u>Date</u>
1	Work assignment management meetings	Weekly
1	Update EMTS MS Project plan	Quarterly and as needed by WAM
1	EMTS change log (user stories)	Quarterly and as needed by WAM

2	Deliver EMTS code with all the documented changes	12/21/2012
2	EMTS updates	Quarterly and as needed by WAM
2	Task 2 subtask project plan	10/19/2012
2	Implement EMTS new functions at NCC	TBD by WAM
3	Update EMTS Operations Manual	Quarterly and as needed by WAM
3	EMTS system and database documents	TBD by WAM
3	EMTS user documents	TBD by WAM
3	EMTS new function documents	TBD by WAM
4	EMTS admin trainings and training materials	TBD by WAM
4	EMTS new function trainings	TBD by WAM

VI DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WAM

The following applies to all tasks under this effort unless otherwise specified by the WAM during the performance of that task.

The contractor shall deliver all draft and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum: the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

Inspection and Acceptance Criteria

The WAM will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WAM.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

1-06

☐ Other☐ Amendment Number:

Contract Number

EP-C-11-007

Contract Period 02/01/2011 To 12/31/2012

Base

Option Period Number 1

Title of Work Assignment/SF Site Name

Fuels Program Support & OTAQ

Contractor

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

C, D

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 01/01/2012 To 12/31/2012

Comments:



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

02/01/2011 To 12/31/2012

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Ann Chiu

Branch/Mail Code:

Phone Number 734-214-4544

FAX Number:

(Signature)

(Date)

Project Officer Name Ann Chiu

Branch/Mail Code:

Phone Number: 734-214-4544

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Renita Tyus

Branch/Mail Code:

Phone Number: 513-487-2094

FAX Number: 513-487-2109

(Signature)

(Date)

STATEMENT OF WORK

Title: Fuels Program Support and Other
OTAQ Support Tasks

Contractor and Contract Number: System Research and Applications Co.,
Contract EP-C-11-007

Work Assignment Number: 1-06

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I. BACKGROUND

The Office of Transportation and Air Quality (OTAQ) is responsible for implementation of the Renewable Fuel Standard (RFS). The RFS regulations, currently in 40 CFR Part 80 Subpart K, are referred to as "RFS1" in this document. RFS1 was in effect September 2007 to June 30, 2010. Due to the passage of the Energy Independence and Security Act of 2007 (EISA) in December 2007, EPA was required to implement new regulations, referred to as "RFS2" in this document. RFS2 implementation began on July 1, 2010.

Under RFS1, credits called Renewable Identification Numbers, or RINs, were traded between parties. RFS1 RINs were the basic unit of compliance under the RFS program and consist of 38 digits that convey information about the RIN generator (renewable fuel producer or importer) and the batch of renewable fuel associated with the RIN. Under RFS2, RINs are still the basic unit of compliance but designed for easier generation and trade for regulated parties.

The EPA Moderated Transaction System (EMTS) was created to better support the RFS2 program and simplify RIN generation and transfer of RIN credits between renewable fuel producers, gasoline and diesel refiners, importers, exporters and non-obligated RIN owners. EMTS users submit RIN credits through the EPA Central Data Exchange (CDX) environment and EMTS monitors and logs these transactions and conduct checks, for the purpose of identifying and preventing discrepancies from established transaction rules. The EMTS was deployed to production in 2010 and is used by an established base of industry users, of which some are already participating with the RFS1 program. Currently, EMTS has processed more than 8 million transactions for over 400 registered industry users and 1000 companies. The system assists more than 425,000 RIN credits transactions each month.

The EMTS has different levels of user interaction for performing transactions on RINs. Transactions can be performed via web interface or EPA exchange network. For the exchange network, a party must have an exchange node or exchange node client set up. However to set up either a node or node client requires technical assistance from EPA and CDX contractors. EPA will need to continually help industry set up an exchange network interaction in order to facilitate more batch industry reporting.

Currently, Compliance Division (CD) has a centralized support desk to help manage and maintain better transparency and limit redundancy through the existing Fuels program's support and help desks. Additionally, EPA will need to develop and provide outreach materials to industry via web pages, social media, annual reports, real-time data search engines, GIS mapping data sets, and any format will meet the stakeholder's needs.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections D and E of the contract's statement of work.

III TASKS

The purpose of this work assignment (WA) is to continue maintaining and supporting the existing Fuels program support line and tracking system. The contractor shall also assist with other OTAQ support tasks request by the WAM.

For all the following tasks, the contractor shall work with EPA's EMTS team and other EPA contractors and project teams such as the EPA CDX team and the EPA central computer center (NCC) staff and contractors.

Task 1: Project Management

The contractor shall deliver monthly WA status reports which shall track the progress on each of the tasks/deliverables. The report shall include the information such as task and subtask names, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, and work on hold status. The PO and the WAM will notify the contractor in writing regarding any changes to the report format.

The contractor shall have weekly management meetings with EPA project team to report progress, discuss issues, coordinate tasks schedule and set priorities, and review deliverables.

The contractor shall assist project management needs including information posting on the web, webinar meetings, stakeholder conference logistics, and coordinating with other EPA contractors when needed.

Task 2: Maintain Fuels Program Support Line and Tracking System

The contractor shall maintain the existing Fuels program support helpline (including EMTS, DCFUELS, and OTAQReg) and request tracking system. The Fuels Program Support Line telephone and e-mail service shall be open to end users each federal business day; at all other times, calls shall be taken by voice mail and retrieved at the start of the next Fuels Program Support Line service shift. All calls shall be answered with the contractor identifying themselves as Systems Research and Applications Co. This identification shall also be indicated on the system's voice mail and any email activity, including their e-mail signature. The contractor shall continue to provide a support line central phone number and email address. All support line action requests and trouble reports shall be recorded in a manner which will allow trend analysis via the request tracking system. This request tracking system shall host at EPA NCC.

The contractor shall attempt to resolve reported problems immediately upon receipt. Emergency problems shall be responded to with a call back status to the user within the same day. All other calls shall be responded to with a call back or email to the user no later than the next 3 business day. Requests shall be addressed in order of receipt and assigned to support staff for resolution. In all cases, the contractor shall create the request ticket, resolve the problem, and, as necessary, contact the appropriate contact in the Compliance Division and/or Fuels Compliance Center (FCC) for final resolution.

The contractor shall follow the EPA approved guidelines for handling support line requests including regulatory questions or confidential business information (CBI) issues. The contractor shall follow these guidelines when working with EPA staff to resolve user requests. The guidelines will also include the procedures for handling programmatic calls to the Support line. The contractor shall obtain approval from the WAM for assisting with any regulatory and CBI related request. Examples of regulatory and CBI requests include:

1. Requests to change data in the database, e.g., RIN transactions, invalidating accounts, registration questions, resubmission questions, etc.
2. Deciphering error messages/troubleshoot regulatory and CBI related problems.
3. Performing data queries for special reports.

The Fuels Program Support Line services include the tracking and providing of factual answers and responses to user requests. The contractor shall use the following critical process when handling user requests.

- Answer internal EPA phone numbers (such as 202-343-xxxx) as the priority call
- Always be courteous and receptive to customers
- Solve problems over the phone and through email
- Provide suggested solutions when reporting any systemic issues to EPA system managers
- Follow up and communicate to the CDX and other contractors until the request is resolved.

The contractor shall have primary responsibility for maintaining and updating the request tracking system, and contacting users with an update status or resolution of all reported issues.

The contractor shall review both the support line's voice mail requests and all of EPA Fuels Programs user support electronic communications daily. Upon receipt, all requests shall be entered in the existing Fuels program request tracking system for analysis and/or immediate resolution. Actions, comments, and solutions for these requests shall also be tracked in this tracking system. All transactions shall be time and date stamped. The tracking system shall be accessible by EPA and editable upon request. Those components of the tracking system identified as crucial for trend analysis shall be exportable to an Oracle environment. The data should be tracked by type of call (CDX, RFS, etc.), requestor, manufacturer, industry; and if EPA by Assistant Administrator (AA), office, and division. All information submitted to the tracking system should be reported timely and accurately as information is collected.

The contractor shall provide a support line biweekly report on the number of calls, types of problems, amount of time for resolution, the related industry and compliance module, and resolution. In addition, the support line should suggest received questions that will help build a developing frequent questions document. The contractor shall also work with EPA to establish appropriate service level metrics and provide those metrics on the support line report. The call information should be set up in order to run queries and be able to do totals and exportable to Microsoft Excel. The contractor should work with the WAM for report format. In addition, the contractor shall work with WAM review support line report and identify functions or problems need to correct in future EMTS development.

Task 3: Outreach Assistance

The contractor shall provide and improve existing EMTS and Fuels program outreach materials to stakeholders using web pages, social media, annual reports, real-time data search engines, GIS mapping data sets, and other formats requested by the WAM. The contractor shall also provide assistance for EMTS events and outreach activities and tasks that include creating outreach web site, workshops, hands on training, EPA/OTAQ internal meetings, etc. The contractor shall work with the WAM on the following areas and other outreach tasks when needed.

- Set up events including registration,
- Assist presentation materials for public events
- Assist presentation materials for EPA internal discussions
- Assist handout materials
- Provide EMTS demonstrations
- Create training materials
- Provide hands on EMTS workshops
- Create summary and detail tutorials by each type of transaction for interactions with ETMS
- Provide internal EPA user and system admin trainings
- Database administrative hands on workshops
- Taking meeting notes at workshops and meetings
- Providing Q&A assistance and documentation
- Include audio on presentation materials and provide closed captioning for those materials if necessary
- Social Media
- Annual Reports
- Webpage updates and new development
- Real-time data updates
- GIS data mapping

Task 4: Development of EMTS User Training

The contractor shall provide and develop training materials for the overall success of the EMTS. The contractor shall work with EPA developing training plan for hands on class, training materials, web or other necessary training tools. The contractor shall work with the WAM on implementing the training plan. Few of the examples for the training materials:

1. Written step by step directions for file formatting and submitting
2. Materials for users to avoid possible submission problems
3. Training materials that will help facilitate the reporting process

The contractor shall work with the WAM to make sure these training materials stay updated as EMTS is updated.

Task 5: Data Reporting Assistance

The contractor shall assist EPA reporting on EMTS data and Fuels program data. The WAM will request the contractor create data reporting tools such as queries and views, exporting data, or generating data reports when needed. The contractor shall provide support for logging, data analysis, and outreach for quarterly and annual reports. This includes reviewing data submitted by industry and preparing for upload to database, contacting companies when data cannot be uploaded, tracking resubmissions, and preparing data for analysis by EPA.

The contractor shall also assist EPA on creating data reporting management dashboard. This interactive dashboard includes but is not limited to user-directed relational query, ad hoc access to data from different sources, interactive data reports using charts, pivot tables, maps, etc. The contractor shall work with EPA on collecting requirements, piloting the concepts, developing and implementing the dashboard.

IV PROJECT REPORTING

Monthly Status Report

The contractor shall provide monthly status reports in accordance with Monthly Progress Reports Deviation. The monthly status reports shall track the progress on each of the tasks under this work assignment.

End of Project Period Status Report

At the end of the project period, the contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

V DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the schedule below.

<u>Task</u>	<u>Milestone/Deliverable</u>	<u>Date</u>
1	Work assignment management meetings	Weekly
2	Update Fuels Program Support Line call guidelines	As needed by WAM
2	Update EMTS Support Line tracking system	As needed by WAM
2	Fuels Program Support Line report	Biweekly
4	EMTS training plan with tasks and deadlines	TBD by WAM
5	Data Reporting	TBD by WAM

VI DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WAM

The following applies to all tasks under this effort unless otherwise specified by the WAM during the performance of that task.

The contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum: the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

Inspection and Acceptance Criteria

The WAM will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WAM.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-07 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-11-007	Contract Period 02/01/2011 To 12/31/2012 Base Option Period Number 1	Title of Work Assignment/SF Site Name HD/NR Cert & Compliance Supp								
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION		Specify Section and paragraph of Contract SOW								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 01/01/2012 To 12/31/2012								
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
02/01/2011 To 12/31/2012										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:				LOE:				
Cumulative Approved:		Cost/Fee:				LOE:				
Work Assignment Manager Name Nydia Reyes-Morales						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number 202-343-9264				
_____ (Signature) (Date)						FAX Number:				
Project Officer Name Ann Chiu						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 734-214-4544				
_____ (Signature) (Date)						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
_____ (Signature) (Date)						FAX Number:				
Contracting Official Name Renita Tyus						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2094				
_____ (Signature) (Date)						FAX Number: 513-487-2109				

Statement of Work

Title: HD & NR Certification and Compliance Monitoring Tasks

Contractor and Contract Number: SRA International, Inc.
Contract # EP-C-11-007

Work Assignment Number: 1-07

Date: 01/01/2012 through 12/31/2012

Work Assignment COR: Nydia Yanira Reyes-Morales
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Project Officer: Ann Chiu
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Contracting Officer: Renita Tyus
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Cincinnati, OH 45268
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Email: tyus.renita@epa.gov

I. BACKGROUND

Every year, engine manufacturers from diverse industries submit a large number of reports on the characteristics of their production and their activities in the US market. These reports are submitted to fulfill the requirements of a number of certification and compliance programs authorized under Title II of the Clean Air Act (CAA, the Act), including, but not limited to:

1. Certification of Compliance with Emission Requirements
2. Average, Banking and Trading (AB&T),
3. Production Line Testing (PLT),
4. Annual Production,
5. In-use Testing, and
6. Transition Program for Equipment Manufacturers (TPEM).

The programs have different purposes, deadlines and reporting requirements. Program characteristics and requirements may also vary among industries. Due to the large amount of data received, EPA requires that standard templates be developed for data submission and tracking systems be established and operated. Proper tracking and monitoring will assist EPA in making compliance determinations and help promote the integrity of these important programs.

The purpose of this work assignment is to support the certification and compliance data management needs of the Diesel Engine Compliance Center (DECC) and the Gasoline Engine Compliance Center (GECC), within the Compliance Division (CD). Table A lists the industries under the purview of DECC and GECC, as well as the Part of the Code of Federal Regulations that contains the applicable regulations.

Table A
Nonroad Engines and Vehicle Emissions Regulations

Industry	40 CFR Part
Heavy-Duty Engines (HD)	85, 86
Nonroad Compression-Ignition Engines (NRCI)	89, 1039
Small Spark-Ignition Engines (small SI)	90, 1054
Large Spark-Ignition Engines (Large SI)	1048
Marine Compression-Ignition Engines (Marine CI)	94, 1042
Marine Spark-Ignition Engines (Marine SI)	91, 1045

Locomotives	92, 1033
Stationary Engines – SI and CI	60
Evaporative Requirements	1060
General Provisions – apply to most nonroad categories	1068

The Contractor may also be asked to do work related to Recreational Vehicles under 40 CFR Parts 1051 and 1068.

Under Contract EP-C-06-003, SRA developed reporting templates and a tracking system, the Compliance Database, for certain industry sectors. EPA requires that this work continue. To continue this work, the Contractor shall be familiarized with the regulations listed above and keep abreast of regulatory changes that may affect the programs they are working on.

The Contractor shall keep track of hours spent in the following categories: (1) HD and all NRCI industries including Locomotives, and (2) all SI industries (including SI evaporative requirements). Please note that the Transition Program for Equipment Manufacturers now has its own task (Task 8) to highlight EPA's intent to focus on this program.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections A, B, C, D and E of the contract's statement of work.

Task 1: Prepare Work Plan

The contractor shall prepare a work plan in accordance with the terms and conditions of the Contract clause "Work Assignments".

Task 2: Work Assignment Progress Report & Project Management

The Contractor shall deliver monthly status reports which should track the progress on each of the tasks under this work assignment. The report should include the information such as: task and subtasks name, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, work on hold status, and any extra information in writing from the Project Officer (PO) and Work Assignment Manager (WAM).

This information must be provided in separate columns for the HD & NRCI (one category), and NRSl, with special emphasis on the number of hours and costs

incurred per task. PO and WAM will notify the Contractor in writing of any changes to the report format.

On or around the 10th of the month, the contractor shall have a conference call with the WAM to go over the progress made during the previous month. The WAM has selected the 10th of the month to accommodate the Contractor's usual schedule for submitting Monthly Progress Reports. The WAM will send a meeting notice as needed.

Task 3: Heavy-Duty and Nonroad Compression-Ignition Tracking Templates: Development and Updates

Under Contract EP-C-06-003, the Contractor developed Excel templates for HD and NRCI engine manufacturers to submit reports required under several emission compliance programs. As new programs and regulations are developed, new templates or revisions to existing templates are needed. Specifically, the Contractor will:

- Complete the templates specified in Table B, including incorporating and/or addressing comments submitted by the certification representatives, as forwarded by the WAM.
 - Regarding Part 1036/1037 templates, the Contractor will develop new templates or modify existing templates for at least the following programs:
 - HD engines – Part 1036
 - AB&T (1036.701)
 - Innovative technology credits (1036.610)
 - In-use compliance for families with FELs (1036.625)
 - HD vehicles - Part 1037
 - AB&T (1037.701)
 - Innovative technology credits (1037.610)
 - Hybrid vehicles with regenerative braking (1037.615)
 - In-use compliance for families with FELs (1037.645)
 - Exemption for vocational vehicles for off-road use (1037.631)
- Continue to develop and/or update templates for any certification or compliance program, as directed by the WAM.

Table B
Development of Reporting Templates/Tracking Systems for Compliance Division

Engine Type/ Industry	40 CFR Part	ABT Reporting Template	PLT Reporting Template	In-Use Testing Reporting Template*	Other
Large SI	1048, 1068	NA	Complete	Complete	

Small SI	90, 1054	Complete (ABT and Ph. 2 Credit Allowances)	Complete	Complete	TPEM, Bond
Marine CI	94, 1042	Need to complete (outstanding issues/questions remain)	Need to complete (outstanding issues/questions remain)	NA	
Marine SI	91, 1045	Complete	Complete	Complete	
Locomotives	92, 1033	Complete	Loco-Complete Remfr Kit Audits- pending EPA review	Need to create & adapt database	
Nonroad CI	89, 1039, 1068	Complete	NA	NA	TPEM, Bond- both Complete, minor adjustments may be needed
Heavy Duty Highway	85, 86, 1036, 1037	Need to create templates to reflect 1036/1037 requirements	NA	NA	

** Lack of an in-use testing program (i.e., entry of 'NA') does not necessarily indicate that there would be no testing of engines in-use, just that this type of testing would be submitted only when requested by the Agency (data and reporting format to be specified when test results are requested).*

All templates shall continue to be consistent with requirements and specifications provided by the WAM and understanding gained in meetings with EPA staff. These templates shall also be compatible with the Compliance Database. Since the templates will be distributed for engine manufacturers' use, the Contractor shall make sure that all calculations within the template comply with applicable regulations and cannot be modified by the manufacturer. The templates shall also contain an instructions section with enough information to enable EPA staff and engine manufacturers to use them correctly. And, as directed by the WAM, the Contractor shall submit the draft templates to a WAM-approved list of manufacturers and EPA staff for comment. The Contractor shall receive and assist the WAM in addressing comments received and shall update the templates accordingly.

Task 4: Non-Road Spark-Ignition Tracking Templates, Development and Updates

Under this task, the Contractor shall perform for NRSI engines and programs the activities described under Task 3 while keeping track of the level of effort and budget separately.

Task 5: Processing and Analysis of Heavy-duty & Non-Road Compression-Ignition Compliance Reports

Receiving Reports

Currently, engine manufacturers submit reports (using the templates developed by the Contractor or other formats) via mail or email. Email submittals may be sent to EPA staff or to e-mail addresses EPA has designated for compliance submittals, such as plt@epa.gov, abt@epa.gov, in-use@epa.gov, tpem-ci@epa.gov. The Contractor shall continue to monitor these dedicated email accounts and log all reports received through the email accounts or by other means. A separate log shall be kept for each compliance program and industry unless otherwise indicated by the WAM. The WAM will indicate the information to be included in each log.

As the reports come in, the Contractor shall upload them in the Compliance Database.

In the near future, CISC will start using the services of CDX to receive these reports, instead of the email accounts. The Contractor shall work with EPA staff to complete any steps necessary to make this transition. After the transition is made, the Contractor may be asked to continue receiving, uploading and processing reports.

Processing Reports

If directed by the WAM, the Contractor shall review all reports for completeness, track compliance with reporting requirements by all companies and submit to the WAM a list of companies that have not submitted required reports. Upon request by the WAM, the Contractor shall contact companies to request copies of damaged reports or additional information, as needed. The Contractor may also be asked to assist EPA in contacting manufacturers who have not submitted required reports.

As directed by the WAM, the Contractor shall also review reported data and alert the WAM or designated EPA staff when a report indicates noncompliance with applicable regulations.

Upon receipt of written technical direction issued by the WAM, the Contractor shall generate reports and analyses. Among others, the Contractor will generate the following reports:

- Monthly reports alerting EPA of any noncompliance, such as failed in-use or PLT tests, found in reports received.

- Update the list of manufacturers who are submitting AB&T, PLT and In-use reports and those who are not
- Data items that manufacturers are not submitting in their reports despite requirements in the applicable regulations
- List of common errors or data quality control issues
- Any trends the Contractor may notice during the process of uploading and analyzing information that could be a compliance concern
- A compliance analysis, per industry and model year, for MY 2009 and 2010, on compliance levels, credits accumulated/used, manufacturers who have not submitted reports in the last five years.
- Compare projected production data submitted by manufacturers in the application for certification that may have been used as the basis to claim a small volume exemption for a particular engine family, and the data submitted in the Annual Production Report. This comparison is used to verify if manufacturers are correctly claiming exemptions from PLT and other requirements.
- Reports needed for CISD's Compliance Report, such as a list of manufacturers participating in AB&T per industry, credits accumulated/used/traded; PLT trends, In-use trends, compliance margin for all industries and programs.

EPA may also require other reports. For example, reports on total number of engines tested by manufacturers for a given model year and their mean emissions level for a specific pollutant, etc.

While manufacturer reports are in the care of the Contractor, the Contractor shall make sure that the reports are safely kept, with special emphasis on protecting any Confidential Business Information contained in them.

Task 6: Processing and Analysis of Non-Road Spark-Ignition Compliance Reports

Under this task, the Contractor shall perform for NRSI engines and programs the activities described under Task 5 while keeping track of the level of effort and budget separately.

Task 7: Heavy-Duty and Nonroad Compression-Ignition Compliance Database Development and Maintenance

The Contractor shall continue to develop, refine and test the Compliance Database developed under the previous contract in accordance with requirements and specifications provided by the WAM and understanding gained in meetings with EPA staff.

This year, the contractor shall work on, among other tasks as assigned by the WAM:

- Increase communication between VERIFY modules and the Compliance Database
- Add PLT Waiver Flag and integrate this flag into system functions and/or reports
- Pre-populate certain parameter fields on the ABT automatic upload page.
- Add projected production to production reports.

Any updates, additions and changes to the Compliance Database and templates must comply with Section 508 of the Rehabilitation Act of 1973 (found at 29 U.S.C. 794d) and compatible with EPA systems and guidance.

If time and budget allows, the WAM may request the development and implementation of tracking and auditing tools for other programs, as the agency deems necessary. Any new tracking tools or modules shall conform to the same standards and design principles use to develop the existing modules:

- Track, by model year and compliance program, whether a manufacturer has submitted its required reports;
- Perform basic searches and calculations on the data by industry or manufacturer, within a model year, and across model years;
- Verify the calculations used by the manufacturer;
- Ensure that data is readily and securely accessible to EPA certification staff (or can report out to EPA certification staff in a secure fashion); and
- Facilitate the generation of basic statistics by program, model year, industry sector and manufacturer.

The Contractor shall implement and maintain the process it develops. No software development is required as a deliverable. The Contractor shall deliver electronic copies of spreadsheets, databases, electronic screens and supporting data for the reports to CISC in a format approved by the WAM.

Task 8: Non-Road Spark-Ignition Compliance Database Development and Maintenance

Under this task, the Contractor shall perform for NRSI engines and programs the activities described under Task 7 while keeping track of the level of effort and budget separately.

Task 9: CI Transition Program for Equipment Manufacturers (TPEM)

The Contractor shall continue to create a system compatible with or part of the Compliance Database to house, organize, search and evaluate data submitted under

TPEM.

This year, the Contractor shall finalize the TPEM module, refine and finalize the "Industry Overview" screen, and correct issues pointed out by the WAM. The Contractor shall also work on the items listed in Appendix 1. The WAM may also ask the Contractor to demonstrate the database to other EPA officials.

Under EP-C-06-003, the Contractor logged and organized TPEM submittals received by EPA. Under this work assignment, the Contractor will also assist EPA by tracking compliance, as it does with other programs under Tasks 3 through 8. As directed by the WAM, the Contractor shall perform the following tasks:

- Keep track of participating manufacturers' Letters of Intent;
- Keep track of reports submitted by participating equipment manufacturers;
- Cross reference reports submitted by equipment manufacturers with information submitted by engine manufacturers or other sources to verify compliance with the limits of the program;
- Identify Part 89 TPEM participants;
- Assist EPA, when requested by the WAM, in contacting manufacturers to clarify information or request missing reports;
- Make recommendations on how to better track TPEM new requirements;
- Assist EPA in creating/updating a website with TPEM information;
- Disseminate information about the program and/or answer basic questions from the public and the industry;
- Alert EPA when noncompliance is apparent or suspected, or when a policy issues arise; and
- Any other task EPA deems necessary for the implementation of the program and as directed by the WAM.

Task 10: SI Transition Program for Equipment Manufacturers (TPEM)

Under this task, the Contractor shall perform, for the SI TPEM program, the activities described under Task 9 while keeping track of the level of effort and budget separately.

Task 11: Documentation for Compliance Database, updates

Under Contract EP-C-06-003, the Contractor supplied EPA with documentation related to the structure and inner workings of the Compliance Database sufficient to enable EPA staff to maintain or modify the database without assistance from the Contractor. Under this task, the Contractor shall update that documentation as needed.

Task 12: Support with FileMaker Pro Databases

Under this task, the Contractor shall provide expert support for DECC and GECC's information technology and outreach needs with regards to FileMaker Pro databases.

Upon receipt of written technical direction issued by the WAM, the Contract shall:

- Make changes, corrections, repairs, clarifications and enhancements to both the software and the hardware of DECC's engine certification data base and server.
- Develop templates or modify existing templates in a manner consistent with requirements and specifications provided by the WAM and understanding gained through meetings with EPA staff. Since the templates will be distributed for engine manufacturers' use, the Contractor shall make sure that all calculations within the template, if any, comply with applicable regulations and cannot be modified by users.
- Draft or update instructions on how to complete and submit templates.
- Produce documentation about a FileMaker Pro database and its structure or inner workings in accordance to EPA Data Management Requirements. The WAM will provide further information if/when the need arises.

The WAM will provide specific guidance on the work to be done each time a request is made to work on a document.

III. PROJECT REPORTING

Monthly Status Report

The Contractor shall provide monthly status reports tracking the progress on each of the tasks under this work assignment.

End of Project Period Status Report

At the end of the project period, the Contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

For accounting purposes, the Contractor shall always keep track and report information pertaining to HD/NRCI and NRSI separately. This applies to both the Monthly Status Report and the End of Project Period Status Report as well as to any other report the Contractor submits.

IV. DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Date
1	Work Plan	Per contract specifications
2	Work assignment progress report	Monthly
2	Monthly Meetings	Monthly
3	HD/NRCI template development and updates	Ongoing
4	NRSI templates development and updates	Ongoing
5	HD/NRCI Compliance Reports – processing & analysis	Ongoing
6	NRSI Compliance Reports – processing & analysis	Ongoing
7	HD/NRCI database development and maintenance	Ongoing
8	NRSI database development and maintenance	Ongoing
9	CI TPEM tracking system	By December 30, 2012
10	SI TPEM tracking system	By December 30, 2012
9	Receiving, uploading and reviewing TPEM submittals	Ongoing
10	Receiving, uploading and reviewing TPEM submittals	Ongoing
11	Database documentation updates	As needed
12	Support with FileMaker Pro databases	As needed

IV. DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WAM & PO

The following applies to all tasks under this effort unless otherwise specified by the WAM during performance of that task.

The Contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The Contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

V. INSPECTION AND ACCEPTANCE CRITERIA

The WAM will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, documents and other deliverables will be performed by the WAM.

Appedix 1
HD/NR Compliance Application
Summary of Expected or Planned Upgrades and Modifications
(for Calendar Year 2012)

TPEM Modifications/Revisions

1. Add edit and delete buttons for all rows in the various tables that are displayed in the TPEM section. This will apply to the following pages: Equipment Manufacturer Estimates page, Equipment Manufacturer Annual Report page, Engine Manufacturer page (in the notifications section), and Engine Manufacturer Annual Report page.
2. Add a feature that allows for the removal of previously uploaded documents. This will apply to the following pages: Hardship Information page, Communications page, and the 40 CFR and Special Circumstances page.
3. Add a link between the Engine Manufacturer Annual Report page and the Production Report for the specified engine manufacturer. We can consider adding a link going in the other direction as well.
4. Add checks to make sure that the engine families entered on the Equipment Manufacturer Estimates page, the Equipment Manufacturer Annual Report page, and the Engine Manufacturer Annual Report page are already in the system.
5. Add ability to upload estimates and annual report data from the SRA-created templates into the database.
6. Add ability to download data from the analysis reports to an Excel file.
7. Add the Equipment Manufacturer Summary page
8. Add additional reports, in particular a report that cross references equipment manufacturer numbers and engine manufacturer numbers.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number WA1-08 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-11-007	Contract Period 02/01/2011 To 12/31/2012 Base Option Period Number 1	Title of Work Assignment/SF Site Name EFV Expo and Conference								
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION		Specify Section and paragraph of Contract SOW								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 01/01/2012 To 12/31/2012								
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 02/01/2011 To 12/31/2012		Cost/Fee:				LOE:				
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:				LOE:				
Cumulative Approved:		Cost/Fee:				LOE:				
Work Assignment Manager Name Christine Mikolajczyk						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number 734-214-4403				
						FAX Number:				
Project Officer Name Ann Chiu						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 734-214-4544				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Renita Tyus						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2094				
						FAX Number: 513-487-2109				

STATEMENT OF WORK

Title: International Environmentally Friendly
Vehicle (EFV) Technology Expo & Conference
Support

Contractor and Contract Number: SRA International

Work Assignment Number: WA 1-08

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Contracting Officer (CO): Renita Tyus
USEPA Facilities
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Mail Code: NWD
Cincinnati, OH 45268
Phone: 513-487-2094
Fax: 513-487-2109
Email: tyus.renita@epa.gov

Period of Performance: Initiation to December 31, 2012

BACKGROUND

This Statement of Work covers the planning, development and implementation of the fifth in a series of International Conferences dedicated to environmentally-friendly vehicles that will be hosted by EPA. This two-day Conference for approximately 300-400 people will be held in Baltimore, MD on September 10 – 12, 2012. Registration for this event will begin at least three months before the date of the conference.

Past conferences have been held in the UK, Germany, Japan and India. The aim of past conferences has been to bring together representatives of government, industry and academia from around the world to share the latest thinking and experience on how to shape the market for clean and fuel efficient vehicles. The work of the conferences has been used to inform the Working Party 29 of the United Nations Economic Commission for Europe, which handles global harmonization of vehicle regulations. Historically, the conferences have been attended by 300-400 delegates, including high ranking government officials from the host country. Conferences have also included technology expos. One of the goals of the US conference will be to demonstrate implementation of electric and other environmentally-friendly vehicles.

This work assignment is a continuation of the EFV Conference planning begun in WA0-08.

I. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections A, B, C, D and E of the contract statement of work.

III TASKS

Task 1: Prepare Work Plan

The contractor shall prepare a work plan in accordance with the terms and conditions of contract clauses B.2 entitled "Work Assignments".

Task 2: Work Assignment Management

The contractor shall deliver status reports as requested by the WAM, which shall track the progress on each of the tasks/deliverables under this work assignment. The report shall include the information such as: task and subtask names, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, and work on hold status. The PO and WAM will notify the contractor in writing regarding any changes to the report format.

The contractor shall meet with the EPA WAM and other EFV team members weekly. The Contractor shall attend all planning and Steering Committee meetings. The contractor shall meet (teleconferences are sufficient) with the EPA WAM and designated others on a bi-weekly basis or as needed. While attending these planning meetings, the Contractor shall provide support and expertise on planning large national and/or international meetings. The Contractor shall take

meeting notes and follow-up on action items as determined by the EPA WAM in consultation with the planning committee.

The contractor shall continue to prepare a Conference and event plan on tasks, processes, required resources, and schedules for the areas of conference support, coordination, registration, attendee package, presentation material, conference follow-up, etc. The Contractor shall retain outside resources as necessary to assist in the event planning. This may include working with outside entities to develop the agenda and/or interactive activities in support of the conference agenda, promotional or decorator services, etc. The Contractor shall work with WAM develop an outline of this plan and agenda; deliver a draft plan for review; and obtain approval for the conference plan and agenda. The Contractor shall work with WAM on any updates on both the plan and agenda. The Contractor shall also obtain approval from WAM before implementing any updated tasks or agenda details.

Deliverables:

- 2.1 Meeting notes due one day after the meeting.
- 2.2 The International Environmentally-Friendly Vehicle Conference draft plan due two weeks after the WA begins.
- 2.3 The final Conference plan due one week after comments received from WAM.

Task 3: Conference Support -Venue Coordination Support for the International Environmentally-Friendly Vehicle Conference (EFV)

The contractor shall continue to work with the WAM and staff at the conference venue. The Contractor shall be the point of contact with the selected venue for all logistics, including but not limited to: AV equipment, meeting/breakout room space, overall conference logistics, and technology expo. The contractor will continue to work with the EPA WAM and the EFV Steering Committee to help determine speakers, sponsors and invitees; send out invitations and registration information; track registrants and invitee responses; secure and arrange vehicles for exhibit; assist to finalize the agenda; provide logistical help at the conference, including but not limited to: transportation, photography/videography, interviews, materials, signs and banners, equipment (audio/visual), room set-up, side meetings, coordination of VIPs and press, etc. The Contractor shall coordinate logistics with the hotel or selected venue, all session, exhibits and events. Logistics may include: securing a stage, securing a screen, identifying number of tables and seats, format for setting up the closing ceremony room, AV equipment, etc. Upon receipt of technical direction, the Contractor shall ensure smooth execution of the closing ceremony, including photographer, program and necessary hand-outs and posters.

The Contractor will be responsible for coordinating the logistics between the meeting venue and the EPA WAM. Identifying conference rooms and specific areas needed to best accommodate the needs of the overall event shall be done by the contractor. The EPA WAM and Contractor will meet weekly to ensure that all logistics are covered and being addressed.

The Contractor shall reserve a block of rooms (participants will pay for their own rooms) at the conference hotel or at a nearby hotel on the appropriate dates. The contractor shall continually work with the hotel to ensure the hotel room reservation process is set up and running smoothly.

The Contractor shall provide support for general and break-out sessions and the technology exhibition as well as any other event. Working in conjunction with the EPA WAM, the Contractor shall develop an agenda which addresses the themes of the environmentally-friendly vehicle conference as identified by the EPA WAM. The contractor shall provide support for the general and break-out sessions held at the conference. Support activities may include: agendas for sessions, material development, presentation support, and facilitation. In addition, the Contractor may provide assistance and support for identifying and securing expert speakers to present during conference sessions. The contractor will provide support by securing travel arrangements and logistical support for the expert speakers that the EPA WAM identifies. The EPA WAM will provide technical direction regarding the name of session and support activities.

The Contractor shall work with WAM to update the Conference plan with agenda events and list all support materials. The Contractor shall obtain approval from WAM on the Conference Agenda and plan tasks before implementation.

Deliverables:

- 3.1. Contractor shall secure support for the conference, including: AV support, meeting rooms, exhibit rooms, and conference room rates with a block of rooms set aside. Individual participants will pay for their own rooms.
- 3.2. Within one week of technical direction from WAM, the Contractor will work with the identified experts to secure their travel and logistical arrangements (registration fee, hotel, etc.) to attend the conference.

Task 4: Registration Process Support & Event Attendee Recruitment

The Contractor shall be responsible for setting up a registration process for the Conference including electronic invitation and registrant tracking system. All registrants will register through the process that the Contractor sets up. This process should provide the option for registrants to pay by credit card.

The Contractor shall keep the website up-to-date as information changes. All conference attendees shall register through the Contractor-established registration process. The EPA WAM will provide the Contractor the time-frame for people to register. The Contractor shall contact registrants to follow-up on their registration and to gather additional information as needed. Follow-up may include phone calls, mailings, and e-mail. The Contractor shall provide weekly

updates to the EPA WAM on the number of people registered at the WA weekly management meeting.

EPA anticipates about 300-400 attendees for this meeting. EPA has identified domestic organizations and groups, such as the Automobile Manufacturers (GM, Ford, Nissan Chrysler, Toyota, etc.), Manufacturers of Emission Control Technologies, Engine Manufacturers Association, environmental groups, and other organizations that would benefit from attending the Conference. The Contractor will work with EPA and the conference steering committee to identify/develop a list of potential international audiences and expand the list of domestic audiences. The Contractor shall provide support in recruiting these audiences to attend the Conference. The Contractor shall work with WAM to recruit other organizations (other than those listed on the EPA list) that could benefit from attending the Conference.

The Contractor shall continue to work with WAM to update the Environmentally-Friendly Vehicle Conference plan and website with registration process, recruitment strategy, and list of audiences to be recruited. The recruitment strategy shall include methods for reaching the identified audiences, how the information will be provided, in what form the information will be provided, how often, etc. The contractor shall obtain approval from WAM on the event plan tasks before implementation.

Deliverables:

- 4.1 The Contractor shall continue to set up and update as needed, a website for conference registration and general information.
- 4.2 The Contractor shall update the plan with the registration process and recruitment strategy, and a list of audiences to be recruited.

Task 5: Support for Event Attendees Materials and Media

The Contractor shall provide development support for materials to be handed out to the event attendees. Materials include: name badges, registration packet, and a CD (or other electronic storage device) with all event presentations, etc. The name badges will include information that the attendee has provided upon registration such as name, company, etc. The Contractor shall provide a sample name badge for EPA approval. The registration packet shall include information about the event including: final agenda, final attendee list, approved fact sheets, and additional information about the event, venue and/or hotel if needed. Contractor shall provide a draft of the registration packet to the EPA WAM for approval. The CD or other electronic storage media will include electronic versions of all presentations given at the events. Each attendee will receive a name badge, copy of the registration packet, presentations and any other relevant materials.

Deliverables:

- 5.1 Contractor shall develop draft materials (i.e., name badge, registration packet) for the Conference attendees and presenters, and the award/recognition ceremony.
- 5.2 Upon receiving EPA WAM comments, the Contractor shall develop final Conference materials.

Task 6: Provide On-Site Support for the International Conference

The Contractor shall provide on-site support during the entire conference. Support shall include: registration table, booth area support, expo area support, media support, AV equipment support, overarching smooth operation and execution of the conference. The Contractor shall be on-site for the conference and expo and any Conference-related activities in order to ensure that all aspects run smoothly and make adjustments if necessary.

Task 7: Follow-up with Attendees after Symposium

The Contractor will provide post-event support that includes following-up with the attendees, analyzing evaluations and participating in debrief meetings with EPA. The follow-up may include phone calls, e-mails, and/or mailings to participants. The purpose of the follow-up is to assist attendees with any barriers they may be facing in implementing their IAQ management programs.

Deliverable:

- 7.1 Upon receipt of technical direction from the WAM, the contractor shall follow-up with attendees within two (2) weeks after the conference.

Task 8: Summary of Conference

The Contractor will summarize conference sessions and provide the summary to all attendees of the International Conference. The contractor will also post the conference materials on-line to provide accessibility to the public.

Deliverable:

- 8.1 The Contractor will provide a draft summary of conference presentations/sessions to the WAM.
- 8.2 The Contractor will provide a final summary to the WAM within one week of review of the draft summary by the WAM.

IV PROJECT REPORTING

Monthly Status Report

The Contractor shall provide monthly status reports in accordance with Monthly Progress Reports Deviation (JUN 1996) (EPAAR 1552.211-72). The monthly status reports shall track the progress on each of the tasks under this work assignment.

End of Project Period Status Report

At the end of the project period, the Contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

V DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the approved work plan.

VI DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and the Government, shall be delivered as follows:

- One copy in electronic format to the WAM and Project Officer.

The following applies to all tasks under this effort, unless otherwise specified by the WAM during performance of that task.

The Contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The Contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

Inspection and Acceptance Criteria

The WAM will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WAM.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-09 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-11-007	Contract Period 02/01/2011 To 12/31/2012 Base Option Period Number 1	Title of Work Assignment/SF Site Name DCFuels maintenance & support								
Contractor SRA INTERNATIONAL, INC.		Specify Section and paragraph of Contract SOW B, C, D, E								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 08/23/2012 To 12/31/2012								
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 02/01/2011 To 12/31/2012		Cost/Fee:		LOE:						
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:		LOE:						
Cumulative Approved:		Cost/Fee:		LOE:						
Work Assignment Manager Name Ann Chiu							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number 734-214-4544			
							FAX Number:			
Project Officer Name Ann Chiu							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 734-214-4544			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Sandra Savage							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2046			
							FAX Number:			

STATEMENT OF WORK

Title: DCFuels Maintenance and Support

Contractor and Contract Number: System Research and Applications Co.,
Contract EP-C-11-007

Work Assignment Number: 1-09

Work Assignment Manager (WAM): Ann Chiu
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I. BACKGROUND

Fuel programs, in place since 1989, have required gasoline to meet volatility standards to decrease evaporative emissions of gasoline in the summer months when ozone levels are typically at their highest.

In the early 1990s, EPA began requirements for increased gasoline oxygen content in certain areas of the country to help control emissions of carbon monoxide during the cold months, and established the reformulated gasoline program to reduce emissions of smog-forming and toxic pollutants.

In response to the FY2008 Consolidated Appropriations Act (H.R. 2764; Public Law 110161), EPA has issued the Mandatory Reporting of Greenhouse Gases Rule (70 FR 5620), which requires reporting of greenhouse gas (GHG) emissions from large sources and suppliers in the United States. The implementation of this rule is referred to as the Greenhouse Gas Reporting Program (GHGRP). This page contains compliance reporting forms and associated instructions for Subparts LL and MM under the GHGRP. Please see the [GHG Reporting Program web page](#)

(<http://www.epa.gov/climatechange/emissions/ghgrulemaking.html>) for more information on the rule.

The Fuel Reporting System (DCFuels) includes compliance data related to gasoline, diesel fuel and a variety of fuels and fuel additives. The data are collected from refiners, importers, independent laboratories, and fuel and fuel additive manufacturers. DCFuels includes two types of data: (1) Fuel and Fuel Additive Registration (DCFFARS) for registration of companies and products; and (2) Reformulated Gasoline and Anti-Dumping Database (RFG/AD) for compliance reporting.

The DCFuels servers, databases, and applications are located at EPA National Computer Center (NCC). The contractor may perform this WA's tasks at EPA 1310 L street DC office or at a remote location.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections B,C,D and E of the contract's statement of work.

III TASKS

Any development/enhancement of DCFuels, as well as any data products flowing to or from DCFuels, must adhere to data standards detailed in the Data Standards and Environmental Data Registry (EDR) (<http://www.epa.gov/edr>).

The contractor shall comply with the security plans established by OTAQ compliance division for DCFuels during the performance of any requirement under this WA. The security plans are internal and confidential Agency documents due to their sensitive nature and may not be circulated outside the Agency. The key features of the security plans are that all users (EPA and contractors) must maintain good security practices; must notify the WAM of any security incidents immediately; must protect passwords, government issued ID cards, and access cards; and must behave in an ethical and trustworthy manner, avoiding any appearance of impropriety. Contractor personnel must receive, review and acknowledge their receipt and review of, and must comply with the general EPA guidance document entitled "Standards of Behavior for the Security of Information Resources". They must also participate in security-related meetings as required by the WAM in accordance with EPA policy.

The contractor shall comply with agency personal identity verification procedures identified in individual orders that implement Homeland Security Presidential Directives-12 (HSPD-12); OMB guidance M-05-24; Federal Information Processing Standards Publication (FIPS PUB) number 201; and GSA HSPD-12, Personal Identity Verification- I, Standard Operating Procedure (SOP).

The contractors must sign the "Project Employee Confidentiality Agreement" as required by this WA and must submit to background investigation consistent with Agency policy. The current form for background investigations is the "Questionnaire for Public Trust Positions" – Office of Personnel Management (OPM) Standard Form 85P. All contractors who handle DCFuels and EPA business confidential information must satisfactorily fill out this questionnaire, and must submit fingerprint cards and submit to a credit check as required by current EPA policy governing persons with access to business confidential data. The contractor who handle business confidential information must have active HSPD-12 public trust clearance.

The contractor shall work with WAM on setting the following DCFuels tasks schedule and managing the completion of DCFuels support work requests from WAM. The contractor shall also work with EPA stakeholders, other government organizations, EPA National Computer Center (NCC), CDX support, and EPA contractors for completing the following tasks.

Task 1: Work Plan Preparation

The contractor shall prepare a work plan in accordance with the terms and conditions of the contract clauses on work assignments.

Task 2: Project Management

The contractor shall deliver monthly WA status reports which shall track the progress on each of the tasks/deliverables. The report shall include the information such as task and subtask names, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, and work on hold status. PO and WAM will notify the contractor in writing regarding any changes to the report format.

The contractor shall have weekly WA management meetings with WAM and EPA DCFuels team to discuss issues, report work progress, and implement plans for WA deliverables. The contractor shall assist meeting agenda and have meeting notes within two days after each weekly meeting.

Task 3: DCFuels System, Application and Database Maintenance

The contractor shall provide services on system upgrade, application maintenance, database administration, and any DCFuels related support work from WAM. The contractor shall provide recommendations, planning and implementations for these works. The work might involve but not limited to change system platforms and technologies, move server hardware to NCC, add system functions, fix bugs, upgrade applications; maintain and make updates to the DCFUELS Oracle database system; maintain APEX application programs and configurations such as triggers, events, actions, constraints, tables, views, database configuration and procedures.

The contractor shall create system documentation where it does not exist; maintain, modify and update the contents of existing system documentation to reflect any changes made under this and other tasks in this contract. The contractor shall also assist the creation and maintenance of the required DCFuels EPA security plan for system operation at NCC. This security plan might include all or some of the other Fuels program databases and production systems.

The contractor shall also ensure the necessary data transfer and links with CDX, EMTS and other Fuels program systems are functional and most efficient.

The contractor shall provide data processing and computer operations support and maintenance that include, but is not limited to system administration tasks such as user account management (ie. creation, support, deletion of user accounts, etc.) and application troubleshooting and security. The contractor shall assist EPA national computer center staff and contractors perform system administration duties and application monitoring work to ensure the overall DCFuels production availability to the users. The contractor shall also provide the following services as directed by the WAM:

- Recommend changes to the DCFUELS including CBI configurations for improvement in systems and operating environment.

- Optimize the ways data is managed and maintained in the fuels programs database by evaluating/adapting new technologies or modifying/updating existing ones.
- Facilitate the transmittal of original reporting data from the regulated parties to the Agency and the communication of EPA's fuel and fuel additive regulations and related materials to the public by exploring evaluating and adapting new technologies or modifying/updating existing ones.
- Assist NCC administration staff on maintaining a development and testing environment (including web browsers), separate from the actual production environment but functionally identical, that can exercise all the functions and features of the designs under development using representative operating constraints and workloads. This is required to protect the actual CBI data and system software.
- Ensure that the DCFuels LAN and CBI database are compatible with the Agency's Central Data Exchange (CDX) system and other electronic reporting and registration services outside CD that supply data to DCFuels.
- Assist NCC administration staff on testing all patches, hardware and software upgrades, and development products on the testing environment prior to implementing on the production environment.

The contractor shall work with NCC support staff on system and database administration tasks. The WAM will provide the contractor's computer system account and file access to accomplish the work under this task.

Task 4: DCFuels Data Reporting

The contractor shall provide technical and design options, programming and testing support to enhance the system functions to receive, upload and report data coming into EPA through electronic reporting (ie. CDX data submissions), files on disk, and paper files as well as the dissemination of regulatory materials. The contractor shall work with WAM on the weekly data reporting from DCFuels. The contractor shall assist users on their data reporting needs. The user request and data submission will be tracked and the progress will be reported at the WA weekly management meetings. The contractor shall work with WAM on the data reporting and tracking format.

Task 5: DCFuels User Support

The contractor shall evaluate the overall Fuels program user support processes and needs (including EMTS, OTAQReg, GHG, etc.) and propose a user support plan for streamline the current processes and improving all the support tracking and reporting processes. The plan shall also include implementation tasks and schedule. The contractor shall assist the WAM to implement this plan.

The contractor shall use the processes and procedures provide by WAM for supporting the DCFuels users and EPA stakeholders. The contractor shall be responsible for maintaining daily operation and problem resolution of DCFuels for end user support. The contractor shall use the Fuels program Request Tracker (RT) system to assist the DCFuels user requests. The contractor shall follow all the RT tracking procedures for tracking the requests.

Any request to change or edit a ticket in RT from a contractor must be approved by EPA before the contractor takes the requested action on those tickets.

The contractor shall obtain EPA's approval on implementing the solution for any request issues tracking in RT. The first contact will be the EPA WAMs. When needed, EPA WAMs can establish other approval paths based on the particular issue. WAM may then direct the contractor to investigate the issue and report back.

IV PROJECT REPORTING

Monthly Status Report

The contractor shall provide monthly status reports in accordance with Monthly Progress Reports Deviation. The monthly status reports shall track the progress on each of the tasks under this work assignment.

End of Project Period Status Report

At the end of the project period, the contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

V DELIVERY SCHEDULE AND MILESTONES

The following deliverables shall be available for review and acceptance by the EPA WAM within two weeks after the deliver date. Programs, documentation, plans, flow charts, etc. will be evaluated by the Work Assignment Manager for completeness, functionality and clarity of documentation.

The Contractor shall complete deliverables in accordance with the schedule below.

<u>Task</u>	<u>Milestone/Deliverable</u>	<u>Date</u>
1	WA workplan to EPA	As contract term
2	Work assignment management meetings	Weekly
2	Weekly meeting notes	2 days after each weekly meetings
3	Move DCFuels servers, applications, databases to NCC	8/31/2012
3	Move DCFuels to NCC virtual machine (VM) technology	11/30/2012
4	DCFuels data reports	weekly
5	Fuels program support plan - draft	9/14
5	Fuels program support plan - final	9/30

VI DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WAM and PO

The following applies to all tasks under this effort unless otherwise specified by the WAM during the performance of that task.

The contractor shall deliver all draft and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum: the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

Inspection and Acceptance Criteria

The WAM will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WAM.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-10	
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002	
Contract Number EP-C-11-007			Contract Period 02/01/2011 To 12/31/2012			Title of Work Assignment/SF Site Name	
			Base Option Period Number 1			4Peer Reviews for Tier3, cont.	
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION				Specify Section and paragraph of Contract SOW Sect. A(e) (4) and A(g) (7) and B(7)			
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval				Period of Performance From 01/01/2012 To 05/31/2012			
Comments: The Period of Performance is changed from March 30, 2012 to May 31, 2012.							
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund							
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.							
SFO (Max 2) <input type="checkbox"/>							
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents) Site/Project (Max 8) Cost Org/Code (Max 7)
1							
2							
3							
4							
5							
Authorized Work Assignment Ceiling							
Contract Period:		Cost/Fee:		LOE:			
02/01/2011 To 12/31/2012							
This Action:							
Total:							
Work Plan / Cost Estimate Approvals							
Contractor WP Dated:		Cost/Fee:		LOE:			
Cumulative Approved:		Cost/Fee:		LOE:			
Work Assignment Manager Name Kent Helmer						Branch/Mail Code:	
_____ (Signature) (Date)						Phone Number 734-214-4825	
						FAX Number: 734-214-4821	
Project Officer Name Ann Chiu						Branch/Mail Code:	
_____ (Signature) (Date)						Phone Number: 734-214-4544	
						FAX Number:	
Other Agency Official Name						Branch/Mail Code:	
_____ (Signature) (Date)						Phone Number:	
						FAX Number:	
Contracting Official Name Renita Tyus						Branch/Mail Code:	
_____ (Signature) (Date)						Phone Number: 513-487-2094	
						FAX Number: 513-487-2109	

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-10								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001								
Contract Number EP-C-11-007	Contract Period 02/01/2011 To 12/31/2012 Base Option Period Number 1	Title of Work Assignment/SF Site Name Four Peer reviews in Support								
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION		Specify Section and paragraph of Contract SOW								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 01/01/2012 To 03/30/2012								
Comments: The purpose of this amendment is to extend the period of performance to 3/30/2012.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
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4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 02/01/2011 To 12/31/2012		Cost/Fee:				LOE:				
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:				LOE:				
Cumulative Approved:		Cost/Fee:				LOE:				
Work Assignment Manager Name Kent Helmer						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number 734-214-4825				
						FAX Number: 734-214-4821				
Project Officer Name Ann Chiu						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 734-214-4544				
						FAX Number:				
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_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Renita Tyus						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2094				
						FAX Number: 513-487-2109				

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-10 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-11-007	Contract Period 02/01/2011 To 12/31/2012 Base Option Period Number 1	Title of Work Assignment/SF Site Name WA1-10:4Peer Reviews (WA0-1cont								
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION		Specify Section and paragraph of Contract SOW Sect. A(e) (4) and A(g) (7) and B(7)								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 01/01/2012 To 02/29/2012								
Comments: Continuation of WA 0-10 - Four Peer Reviews in Support of Tier 3 Rulemaking EP-C-11-007										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 8)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 02/01/2011 To 12/31/2012		Cost/Fee:				LOE:				
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:				LOE:				
Cumulative Approved:		Cost/Fee:				LOE:				
Work Assignment Manager Name Kent Helmer						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number 734-214-4825				
						FAX Number: 734-214-4821				
Project Officer Name Ann Chiu						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 734-214-4544				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Renita Tyus						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2094				
						FAX Number: 513-487-2109				

Title: Continuation of WA0-10: Four Peer Reviews in Support of Tier 3

Contractor: Systems Research and Applications Corporation

Work Assignment Manager (WAM): Kent Helmer, ASD-S89
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Fax: 734-214-4821
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**Alternate Work Assignment Manager:
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Contracting Officer: Renita Tyus
USEPA Facilities
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Cincinnati, OH 45268
Phone: 513-487-2094
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Email: tyus.renita@epa.gov

I. BACKGROUND

EPA's proposed "Tier 3" rule is part of a comprehensive approach to address the impacts of light-duty vehicles (LDVs) on air quality and public health. Any Tier 3 standards should also

help mitigate the adverse air quality impacts associated with future motor vehicle fuels. As new policy options are brought forward, there is a need to be able to evaluate the soundness and utility of any such policies. Programs, like those described in the three reports/analyses and the DELTA (Diurnal Emissions Leaving To Atmosphere) evaporative emissions model included here under peer review, document the result of various inquiries into the nature of fuel and vehicle emission interactions.

All three reports/analyses and the DELTA model shall continue to be treated as confidential information and the materials are to stay within the knowledge of the contractor, peer reviewers and EPA.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections A(e)(4) and A(g)(7) and B(7) of the contract's statement of work.

III. SCOPE AND OBJECTIVES

The contractor has identified groups of three independent subject matter experts for each of the four analyses/reports/models referenced in the Statement of Work for EP-C-11-007, Work Assignment 0-10, which preceded this WA. The contractor shall manage the peer review process to ensure that each peer reviewer has sufficient time to complete their review of the analysis or model by deadlines set forth in the deliverables schedule below. Any questions that a member of the group of peer reviewers may have shall be directed back through the contractor for resolution with EPA's Work Assignment Manager (WAM) and then the answer shall be distributed to all members of a particular peer review panel.

At the conclusion of each peer review initiated under WA 0-10, the contractor shall gather all review comments to create a Draft report of the conduct of each of the four peer reviews. After a brief comment period, EPA will return the Draft reports to the contractor to create Final versions of each of the individual peer review reports. The Contractor shall adhere to the provisions of EPA's Peer Review Handbook guidelines to ensure that the on-going peer reviews will conform to EPA peer review policy.

IV. TASKS

A description of the work to be performed by the contractor in this Statement of Work follows:

Task 1: Prepare Work Plan

The contractor shall prepare a work plan in accordance with the terms and conditions of contract clauses entitled "Work Assignments", and "Preparation and Submission of Work Plans." It shall include an estimate of hours broken down by task and skill level and a detailed cost estimate. The contractor shall identify whether any potential conflict of interest exists for any part of this work assignment.

Task 2: Facilitation of All Peer Reviews

Having distributed a charge letter and all relevant documents to the peer reviewers, the contractor shall manage each peer review process initiated under WA0-10 to the deliverables timeline as closely as possible. Weekly updates between the WAM and the contractor will allow for flexibility to be introduced in the schedule, as needed.

Each peer reviewer shall submit a cover letter with their peer review comments. This cover letter shall clearly state the reviewer's name, the name and address of their organization, if applicable, and a statement of any real or perceived conflict(s) of interest. The contractor will forward these documents on to the WAM in electronic format as Task 3 deliverables.

EPA would expect each peer reviewer would be provided with an honorarium for their services. Federal Government employees reviewing this material during duty hours would not receive payment.

Task 3: Documentation of Each Peer Review Process

The contractor shall provide EPA with a summary report detailing the means by which the peer reviewers were chosen, the manner in which the peer review process was administered and how the peer review was brought to a close for each of the products reviewed. This report shall be included as part of the Final Technical Reports detailed in Task 4. This document is in addition to copies of the reviewers' peer review comments and other documentation, as detailed above in Task 2.

Task 4: Draft and Final Technical Report for Each Product Reviewed

For each peer review product, the contractor shall develop both a draft and a final version of a technical report which details the work completed including discussion of any issues encountered. The contractor shall prepare an introduction with a clear and concise overview of the comments made by the peer reviewers to a particular report/analysis or model. The draft

final report shall include a written summary of all comments. The original reviewer comments shall also be submitted in the report along with the resumes of each reviewer. EPA will review each draft report and submit comments to the contractor.

The contractor shall provide EPA with the final technical report for each product reviewed, addressing EPA comments, within one week of receiving comments on the draft copy. The report shall be sent electronically in both Microsoft Word (*.doc or *.docx) and Adobe portable document file (*.pdf) formats.

Task 5: Project Management

The contractor shall provide teleconference reports with the EPA WAM on a weekly to summarize progress made to date. In the teleconference, the contractor shall indicate progress achieved in the preceding period, technical issues encountered, solutions to issues (proposed or attempted), and projected activity for the next week. This report shall include any potential issues or circumstances that arise causing delays in any review process. The contractor shall also report if the project is beginning to exceed the hours or dollars agreed upon in the work plan.

The contractor shall deliver written monthly WA progress updates with invoices in conjunction with the tasks described in this SOW. Each status report shall track the progress on each of the tasks/deliverables for each of the products being reviewed. The report shall include information such as task and subtask names, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, any technical issues encountered, work on hold status and whether the project is on schedule. The contractor shall also summarize hours and dollars expended on the tasks as detailed in the SOW. The EPA PO and WAM will notify the contractor in writing regarding any changes to the report format.

IV PROJECT REPORTING/DELIVERABLES

Weekly Teleconference Meetings

As detailed in Task 5, the contractor shall submit summarize costs and progress on this effort in a weekly teleconference between the EPA WAM and the contractor.

Monthly Status Report

As stated at Task 5, the contractor shall provide monthly status reports in accordance with F.2 Monthly Progress Reports Deviation (JUN 1996) (EPAAR 1552.211-72). The monthly status reports shall track the progress made on each of the tasks under this work assignment.

End of Project Period Status Report

At the end of the project period, the contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

V. Schedule of Deliverables/Milestones

The contractor shall complete deliverables in accordance with the proposed schedule, below.

<u>Milestone/Deliverable by Task</u>	<u>Proposed Due Date**</u>
Task 1: Work Plan Preparation	<ul style="list-style-type: none">• Deliver to EPA for approval, in keeping with IAW clauses
Task 2: Facilitation of Peer Review <ul style="list-style-type: none">• Receive resumes; peer reviewer's comments due to contractor	<ul style="list-style-type: none">• Week of 1/10/2011
Task 3: Documentation of Peer Review process <ul style="list-style-type: none">• Summaries documenting process for each product	<ul style="list-style-type: none">• 1/17/2011 (incorporated into Task 4 deliverables)
Task 4: Draft and Final Technical Reports <ul style="list-style-type: none">• Draft technical reports• Final technical reports	<ul style="list-style-type: none">• 1/24/2011• 1/31/2011
Task 5: Project Management	<ul style="list-style-type: none">• On-going

** These dates are subject to negotiation and change as a result of EPA's regulatory schedule and other factors outside of the EPA's control.

VI. Distribution and Format of Deliverables

The WAM will review deliverables for technical content, completeness and grammar. Final acceptance of all reports and other deliverables will be performed by the WAM.

All deliverables, including status reports between the contractor and the Government, shall be delivered as follows:

- One copy in *.pdf electronic format to the WAM & PO
- One copy in *.doc or *.docx electronic format to the WAM & PO

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-11								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001								
Contract Number EP-C-11-007	Contract Period: 02/01/2011 To 12/31/2012	Title of Work Assignment/SF Site Name DERA Second Report to Congress								
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION		Base Option Period Number 1								
Specify Section and paragraph of Contract SOW										
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 01/01/2012 To 06/01/2012								
Comments: The period of performance is extended from 04/20/2012 to 06/01/2012.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Drg/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 02/01/2011 To 12/31/2012		Cost/Fee:		LOE:						
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:		LOE:						
Cumulative Approved:		Cost/Fee:		LOE:						
Work Assignment Manager Name Sally Newstead							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number 734-214-4474			
							FAX Number: 734-214-4053			
Project Officer Name Ann Chiu							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 734-214-4544			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Renita Tyus							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2094			
							FAX Number: 513-487-2109			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-11 <input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001								
Contract Number EP-C-11-007	Contract Period 02/01/2011 To 12/31/2012 Base Option Period Number 1	Title of Work Assignment/SF Site Name DERA Second Report to Congress								
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION		Specify Section and paragraph of Contract SOW								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 01/01/2012 To 06/01/2012								
Comments: The period of performance is extended from 04/20/2012 to 06/01/2012.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A. SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 02/01/2011 To 12/31/2012		Cost/Fee:				LOE:				
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:				LOE:				
Cumulative Approved:		Cost/Fee:				LOE:				
Work Assignment Manager Name Sally Newstead						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number 734-214-4474				
						FAX Number: 734-214-4053				
Project Officer Name Ann Chiu						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 734-214-4544				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Renita Tyus						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2094				
						FAX Number: 513-487-2109				

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-11 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-11-007	Contract Period 02/01/2011 To 12/31/2012 Base Option Period Number 1	Title of Work Assignment/SF Site Name DERA Second Report to Congress								
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION		Specify Section and paragraph of Contract SOW Task c								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 01/01/2012 To 04/20/2012								
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A. SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
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4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 02/01/2011 To 12/31/2012		Cost/Fee:				LOE:				
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:				LOE:				
Cumulative Approved:		Cost/Fee:				LOE:				
Work Assignment Manager Name Sally Newstead						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number 734-214-4474				
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Project Officer Name Ann Chiu						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 734-214-4544				
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Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Renita Tyus						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2094				
						FAX Number: 513-487-2109				

National Clean Diesel Program: Second DERA Report to Congress

ESTIMATED LEVEL OF EFFORT 96 Person hours

PURPOSE

Under this Statement of Work, the contractor will continue to assist EPA in generating the second Report to Congress as required by the Energy Policy Act (2005) Diesel Emission Reduction provisions (DERA) program known as the National Clean Diesel Campaign (NCDC). This report is a follow-up to the FY2008 Report to Congress, and will provide funding information, results and statistical data for FY2009/FY2010 as required by Congress. EPA requires the technical support of a contractor to assist in writing, editing, creating illustrative graphics, developing document layout and format, and to provide final, print ready files.

The primary audiences are Congressional staff, state/local government, the public health community and environmental groups, industry and other key stakeholders. It will be necessary for the contractor to have the knowledge and a full understanding of the DERA program, project and its stakeholders.

BACKGROUND

Reducing emissions from diesel engines is one of the most important air quality challenges facing the country. Even with EPA's more stringent heavy-duty highway and nonroad engine standards set to take effect over the next decade, millions of diesel engines already in use will continue to emit large amounts of nitrogen oxides, particulate matter and air toxics, which contribute to serious public health problems. These emissions are linked to thousands of premature deaths, hundreds of thousands of asthma attacks, millions of lost work days, and numerous other health impacts every year.

For fiscal year 2008, Congress appropriated funds for the first time under the Energy Policy Act (2005) to help reduce harmful emissions from heavy-duty diesel engines. As a condition of the appropriation, EPA is required to submit a written Report to Congress detailing process and results. The first Report to Congress was completed with contractor support from Eastern Research Group and was submitted to Congress in August of 2009.

This appropriation provided for continued funding in FY2009/FY2010, and through the NCDC, EPA continued to award grants to assist its eligible partners in building diesel emission reduction programs across the country that improve air quality and public health. As a condition of the appropriation, EPA is again required to submit a written Report to Congress detailing process and results. This second report must be printed and delivered to Congress in Spring of 2012.

STATEMENT OF WORK

Under this Statement of Work, the contractor shall complete the work begun in the previous Work Assignment to provide support to the EPA to develop the second Report to Congress. EPA has provided the preliminary rough draft of text that may be contained in the report.

The Contractor shall continue to assist EPA to refine and complete a colorful and visually appealing document, with attention to the "look and feel" for the document, utilizing graphics and illustrative analysis of the effectiveness of FY09/FY2010 DERA grants and projects. This may include but not be limited to, maps, pie charts, bar graphs, etc. The document will compliment and support the information provided in the FY08 report to Congress.

The document will be accompanied by a web-ready version of the report. All products shall be reviewed and approved by EPA WAM. Final graphic files will be provided to EPA. The final products will be approved by the EPA and the required file formats shall be ready to be sent to the Government Printing Office.

DELIVERABLES

The contractor shall prepare their technical approach within 15 calendar days after the start date of the work assignment signed by the Contracting Officer. The technical approach shall outline, describe and include the resources, timeline and due dates for deliverables.

The contractor shall meet with EPA project officer and technical advisors to discuss the technical approach and potential format within two weeks of the start date of the work assignment signed by the Contracting Officer. EPA will provide the Contractor with an outline of information and a preliminary rough draft of that text that may be contained in the report.

Three weeks after receiving the outline of information and the preliminary rough draft of text from EPA, the Contractor shall provide an enhanced version of the report text along with suggested format and layout.

The contractor shall prepare a proof of the final report text, graphic layout, graphs/charts, design and contents for EPA approval within 3 months of the start date of the work assignment signed by the Contracting office.

REPORTING REQUIREMENTS

The contractor shall prepare their technical approach within two weeks of receipt of a Work Assignment signed by the Contracting Officer. The technical approach shall outline, describe and include the resources, a timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The Work Assignment Manager (WAM), shall review the technical approach. Official revisions, if necessary, shall be given to the Contracting Officer. The contractor shall make revisions to their technical approach, incorporating the Contracting Officer's comments, if necessary.

Final Report:

The contractor shall prepare and submit a final product in both hard copy and electronic versions in required agency formats. Printing of the media material is not a part of this work assignment and shall be handled through the Government Printing Office at EPA expense. Camera ready files of all materials shall be provided by the contractor for this purpose. The contractor shall also furnish electronic versions of all maps, pie charts, bar graphs, and photos that are created for and contained in the document. The contractor shall also furnish the completed print form describing fonts, colors, etc,

All electronic files shall be in EPA standard electronic format.

The contractor may not accept technical direction from anyone other than either the WAM, PO, or the Contracting Officer on the work assignment. Any technical direction or "guidance" provided to the contractor, if issued orally, must be confirmed in writing within 2 days of its issuance. Technical Direction will be within the scope of the SOW and the existing Contract Agreement under which it is written. The contractor shall notify the WAM when 75 percent of the funds and/or hours for this work have been expended.

STATEMENT OF WORK

Title: Transportation and Climate Division
Program Support

Contractor and Contract Number: System Research and Applications Co.,
Contract EP-C-11-007

Work Assignment Number: 1-13

Work Assignment Manager (WAM): Edmund Coe
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Fax: 202-564-1177
Email: coe.edmund@epa.gov

Alternate WAM: Aaron Levy
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Phone: 202-564-2993
Fax: 202-564-1177
Email: camobreco.vincent@epa.gov

Project Officer (PO): Ann Chiu
2000 Traverwood Drive
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Phone: 734-214-4544
Fax: 734-214-4869
Email: chiu.ann@epa.gov

Contracting Officer: Sandra Savage
USEPA Facilities
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati, OH 45268
Phone: 513-487-2046
Fax: 513-487-2107
Email: savage.sandra@epa.gov

Contract Specialist: Michael Kreacic
USEPA Facilities
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati, OH 45268
Phone: 513-487-2104
Fax: 513-487-2107
Email: kreacic.michael@epa.gov

I. BACKGROUND

The Office of Transportation and Air Quality (OTAQ) is responsible for implementation of the Renewable Fuel Standard (RFS). The RFS regulations, currently in 40 CFR Part 80 Subpart K, are referred to as "RFS1" in this document. RFS1 was in effect September 2007 to June 30, 2010. Due to the passage of the Energy Independence and Security Act of 2007 (EISA) in December 2007, EPA was required to implement new regulations, referred to as "RFS2" in this document. RFS2 implementation began on July 1, 2010.

Currently, CD has a centralized support desk to help manage and maintain better transparency and limit redundancy through the existing Fuels program's support request tracking (RT) database and help desk. The Transportation and Climate Division (TCD) shares responsibility for implementing the RFS2 program, with primary responsibility for evaluating the lifecycle greenhouse gas emissions associated with new fuel pathways. TCD will build upon CD's existing systems to help manage and track external inquiries related to new fuel pathways and whether certain fuels meet the requirements for existing fuel pathways.

The purpose of this Work Assignment is to expand the scope of the support desk to help support implementation of the RFS2. The contractor shall follow the same Fuels program request (WA 1-6) process for tracking this WA's requests.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections D and E of the contract's statement of work.

III TASKS

For all the following tasks, the contractor shall work with TCD, EPA's EMTS team and other EPA contractors and project teams such as the EPA CDX team and the EPA central computer center (NCC) staff and contractors.

Task 1: Project Management

The contractor shall deliver monthly WA status reports which shall track the progress on each of the tasks/deliverables. The report shall include the information such as task and subtask names, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, and work on hold status. The PO and the WAM will notify the contractor in writing regarding any changes to the report format.

The contractor shall have monthly management meetings with EPA project team to report progress, discuss issues, review new tickets, draft responses and follow up on tickets.

The contractor shall provide a support line biweekly report on the number of calls, types of problems, amount time for resolution, the related industry and compliance module, and resolution.

In addition, the support line should suggest received questions that will help build a developing frequent questions document. The contractor shall also work with EPA to establish appropriate service level metrics and provide those metrics on the support line report. The call information should be set up in order to run queries and be able to do totals and exportable to Microsoft Excel. The contractor shall work with the WAM for report format.

The contractor shall assist project management needs including information posting on the web, webinar meetings, and coordinating with other EPA contractors when needed.

Task 2: Set up New Users and Expand the Scope of Fuels Program Support Line and Tracking System

The contractor shall build upon the existing Fuels program support helpline and request tracking (RT) system to set up new users as follows:

- Set up access to RT for new TCD users
- Meet with EPA to determine tracking needs
- Set up new queues and manage the RT system to handle questions related to new and existing pathway determinations
- Expand the current proven RT Database with approved responses to frequently asked questions

Task 3: Respond to Support Line Requests Regarding Lifecycle Analysis and RFS2 Pathway Inquiries

The contractor shall manage and resolve new and existing fuel pathway tickets. All calls shall be answered with the contractor identifying themselves as Systems Research and Applications Co. This identification shall also be indicated on the system's voice mail and any email activity, including their e-mail signature. The contractor shall continue to provide a support line central phone number and email address. All support line action requests and trouble reports shall be recorded in a manner which will allow trend analysis via the request tracking system. This request tracking system shall host at EPA NCC.

The contractor shall attempt to resolve reported problems immediately upon receipt. All calls shall be responded to with a call back or email to the user no later than the next business day. Requests shall be addressed in order of receipt and assigned to support staff for resolution. In all cases, the contractor shall create the request ticket, resolve the problem, and, as necessary, contact the appropriate contact in TCD, CD, and/or Fuels Compliance Center (FCC) for final resolution. The contractor shall meet with EPA representatives to discuss tickets on a regular basis to review new tickets, draft responses and follow up on tickets.

The contractor shall follow the EPA approved guidelines for handling support line requests including regulatory questions or confidential business information (CBI) issues. The contractor shall follow these guidelines when working with EPA staff to resolve user requests. The guidelines will also include the procedures for handling programmatic calls to the Support line. The contractor shall obtain approval from the WAM for assisting with any regulatory and CBI related request.

The Fuels Program Support Line services include the tracking and providing of factual answers and responses to user requests. The contractor shall use the following critical process when handling user requests.

- Answer internal EPA phone numbers (such as 202-564-xxxx) as the priority call
- Always be courteous and receptive to customers
- Solve problems over the phone and through email
- Provide suggested solutions when reporting any systemic issues to EPA system managers
- Follow up and communicate to the CDX and other contractors until the request resolved.

The contractor shall have primary responsibility for maintaining and updating the request tracking system, and contacting users with an update status or resolution of all reported issues.

Upon receipt, all requests shall be entered in the existing Fuels program request tracking system for analysis and/or immediate resolution. Actions, comments, and solutions for these requests shall also be tracked in this tracking system. All transactions shall be time and date stamped. The tracking system shall be accessible by EPA and editable upon request. Those components of the tracking system identified as crucial for trend analysis shall be exportable to an Oracle environment. The data should be tracked by type of call (CDX, RFS, etc.), requestor, manufacturer, industry; and if EPA by Assistant Administrator (AA), office, and division. All information submitted to the tracking system should be reported timely and accurately as information is collected.

The WAM expects that most tickets will be directed to EPA staff to provide a response and that SRA staff will track the responses and correspondences.

IV PROJECT REPORTING

Monthly Status Report

The contractor shall provide monthly status reports in accordance with Monthly Progress Reports Deviation. The monthly status reports shall track the progress on each of the tasks under this work assignment.

End of Project Period Status Report

At the end of the project period, the contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

V DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the schedule below.

<u>Task</u>	<u>Milestone/Deliverable</u>	<u>Date</u>
1	Workplan	Within 3 weeks of receipt of this SOW
2	Update Fuels Program Support Line call guidelines	Within 2 weeks of receipt of the Work Assignment
2	Regular Meetings	As determined by the WAM
3	Reports on the request status	TBD from WAM
3	Respond to Ticket	Within one day of receipt of each ticket

VI DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WAM

The following applies to all tasks under this effort unless otherwise specified by the WAM during the performance of that task.

The contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum: the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

Inspection and Acceptance Criteria

The WAM will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WAM.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-14				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-11-007			Contract Period 02/01/2011 To 12/31/2012			Title of Work Assignment/SF Site Name				
			Base Option Period Number 1							
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION				Specify Section and paragraph of Contract SOW						
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 01/01/2012 To 12/31/2012				
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A. SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
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Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
02/01/2011 To 12/31/2012										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name Nydia Reyes-Morales							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number 202-343-9264			
							FAX Number:			
Project Officer Name Ann Chiu							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 734-214-4544			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Renita Tyus							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2094			
							FAX Number: 513-487-2109			

Statement of Work

Title: Support with Information Collection Requests

Contractor and Contract Number: SRA International, Inc.
Contract # EP-C-11-007

Work Assignment Number: 1-14

Date: 01/01/2012 through 12/31/2012

Work Assignment COR: Nydia Yanira Reyes-Morales
1200 Pennsylvania Avenue, NW (6403J)
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Email: reyes-morales.nydia@epa.gov

Project Officer: Ann Chiu
2000 Traverwood Drive
Ann Arbor, MI 48105
Phone: 734-214-4544
Fax: 734-214-4869
Email: chiu.ann@epa.gov

Contracting Officer: Renita Tyus
USEPA Facilities
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Cincinnati, OH 45268
Phone: 513-487-2094
Fax: 513-487-2107
Email: tyus.renita@epa.gov

I. BACKGROUND

The Paperwork Reduction Act stipulates that every federal agency must obtain approval from the Office of Management and Budget (OMB) before collecting the same or similar information from 10 or more members of the public and regulated community. An Information Collection Request (ICR) describes the information to be collected, gives the reason the information is needed, and estimates the time and cost for the public to answer the request. EPA's Office of Environmental Information (OEI) manages information collections for the Agency.

The purpose of this assignment is to support the Diesel Engine Compliance Center (DECC) and the Gasoline Engine Compliance Center (GECC), within the Compliance Division (CD) in the preparation of its ICRs.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections A, B, C, D and E of the contract's statement of work.

Task 1: Prepare Work Plan

The contractor shall prepare a work plan in accordance with the terms and conditions of the Contract clause "Work Assignments."

Task 2: Work Assignment Progress Report & Project Management

The Contractor shall deliver monthly status reports which should track the progress on each of the tasks under this work assignment. The report should include the information such as: task and subtasks name, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, work on hold status, and any extra information in writing from the Project Officer (PO) and Work Assignment Manager (WAM).

This information must be provided in separate columns for the HD & NRCI (one category), and NRSI, with special emphasis on the number of hours and costs incurred per task. PO and WAM will notify the Contractor in writing of any changes to the report format.

Task 3: Support for Preparation of Information Collection Requests (ICRs)

In 2012, the Contractor shall work on at least the following ICRs:

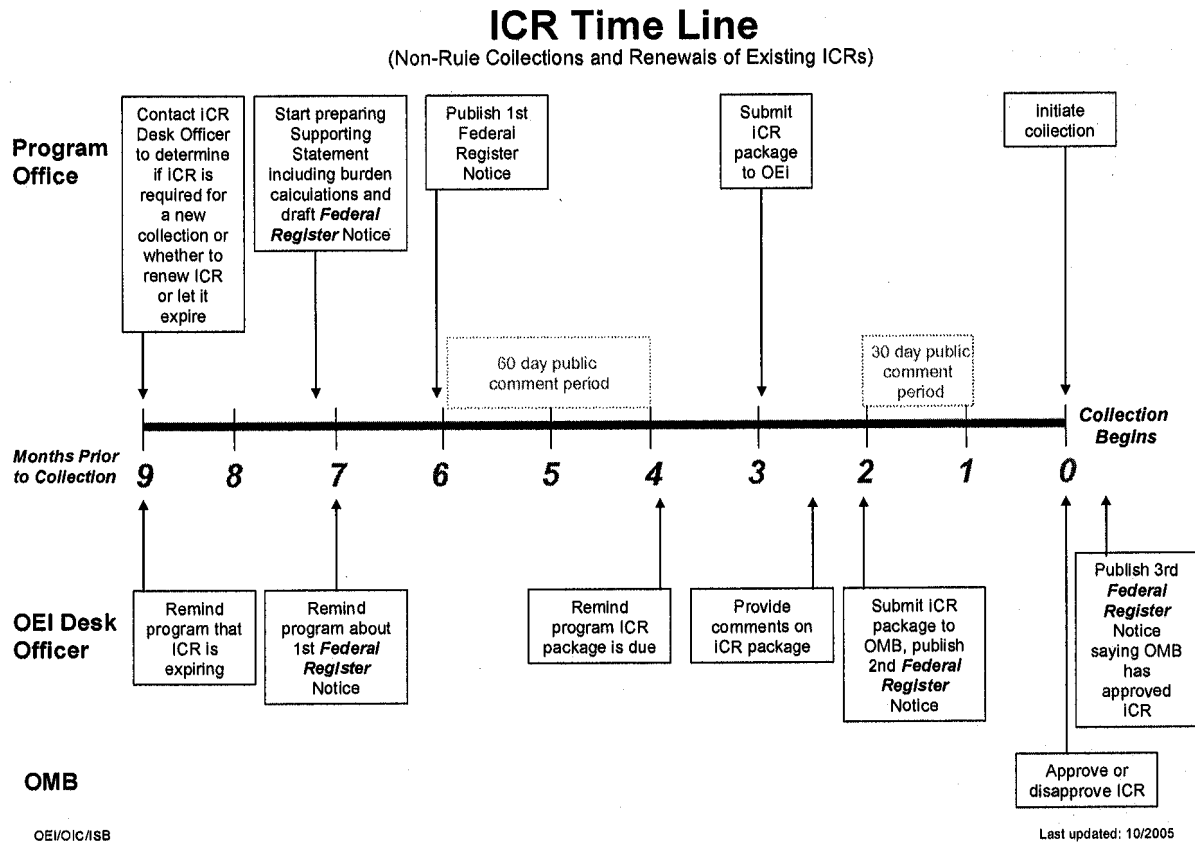
Table 1
List of HDNEG's ICRs

Current (Active) EPA Number	ICR Short Title	Expiration Date	1st FR notice due	Due to the Office of Environmental Information
1285.07	Nonconformance Penalties -HD Engines & Trucks, and LD Trucks	31-Jul-12	31-Jan-12	30-Apr-12
1684.17	NRCI/HD Cert including Alt Fuels Rule	8/31/2014 (needs to be updated to seek OMB approval for new forms)	2-28-12 (Combine with January FR notice)	Target date: August 31, 2012
1695.09	NRSI Cert & Compliance	31-Aug-12	2-28-12 (Combine with January FR notice)	31-May-12
1722.06	Marine SI Cert & Compliance	31-Jul-12	31-Jan-12	30-Apr-12
1800.06	Locomotive Cert & Compliance	28-Feb-13 (needs to be updated to seek OMB approval for new forms)	2-28-12 (Combine with January FR notice)	Target date: August 31, 2012
1852.04	Exclusions	31-Jul-12	31-Jan-12	30-Apr-12
2251.03	NRSI Component Cert and TPED	31-Jul-12	31-Jan-12	30-Apr-12

The Contractor shall observe the target dates included in the table, unless otherwise instructed by the WAM.

The Contractor shall be familiar with and use the guidance and templates for ICR renewal provided by OEI and OMB available at <http://intranet.epa.gov/icrintra>. If the Contractor is not able to access the site, the WAM will make the files available. The Contractor shall pay special attention to and observe the timeline for ICR renewal provided by OEI (Figure 1). The Contractor shall alert the WAM when each step approaches and start work as the timeline indicates:

Figure 1



Based on materials provided or identified by the WAM (for example EPA and OMB policies and practices) and an understanding gained through meetings with EPA staff, the Contractor shall:

- Keep track of ICRs and make sure they are reviewed and renewed on time, according to the timeline established by OMB, OEI and the WAM
- In consultation with the WAM, conduct the necessary steps to renew an ICR including but not limited to:
 - Discuss the status of any given ICR with WAM nine months prior to the expiration date.

- Request the establishment of e-dockets nine months prior to the expiration date and populate the e-docket with pertinent documents to be provided by WAM and the ICR database.
- Prepare draft of first Federal Register notice (FR notice) required for ICR renewal eight months before the expiration date of the ICR. Whenever practical, several ICRs should be combined into one FR notice.
- Conduct research needed to complete supporting statements and burden statements according to OMB requirements and EPA policies and procedures. Research should start nine months before the expiration date of the ICR.
- Prepare renewal packages (OMB forms, supporting statements, etc) for the each ICR, following the timetable provided by the Office of Environmental Information.
- Keep track, document and coordinate adequate response to comments received from the public, EPA officials and OMB on time for the ICR to be submitted for renewal (three months before ICR expiration date)
- Maintain and keep track of the public dockets and alert the WAM when comments are received throughout the ICR renewal process.
- Assist the WAM in completing any tasks required to transition to the new electronic database (ICRAS) developed by EPA and OMB;
- Update ICRs to reflect changes in regulations, upon receipt of written technical direction issued by the WAM.
- Other ICR-related activities, such as completing ICB and GPEA reports, upon receipt of written technical direction issued by the WAM.

Task 4: ICR Docket Maintenance and ICR Tracking

Throughout the ICR renewal process, documents related to the collection must be uploaded into the ICR's docket. Additional documents may be generated when the Office of Environmental Information or the Office of Management and Budget approve the collection package. The contractor shall, with the assistance of the WAM, verify that all relevant documentation is in fact in each ICR's docket. The dockets to be maintained include, but are not limited to:

Table 2
List of DECC & GECC ICRs

	ICR #	OMB # 2060-	Title
1	0282.11	0048	Emission Defect Information and Voluntary Emission Recall Reports (nonroad only)
2	1285.05	0132	Nonconformance Penalties for Heavy-Duty Engines and Heavy-Duty Vehicles, Including Light-Duty Trucks
3	1684.05	0287	Compression Ignition Non-road Engine Certification Application
4	1695.05	0338	Certification, Averaging, Banking, and Trading for New Nonroad Spark-Ignition Engines
5	1702.03	0302	Retrofit/Rebuild Requirements for 1993 and Earlier Model Year Urban Buses
6	1722.02	0321	Spark Ignition Marine Engine Application for Emission Certification, and Participation in the Averaging, Banking, and Trading Program.
7	1800.02	0392	Information Requirements for Locomotives and Locomotive Engines
8	1826.01	0369	Information Collection for Equipment Manufacturer Flexibility
9	1852.01	0395	Exclusion Determinations - all industries

III. PROJECT REPORTING

Monthly Status Report

The Contractor shall provide monthly status reports tracking the progress on each of the tasks under this work assignment.

End of Project Period Status Report

At the end of the project period, the Contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

For accounting purposes, the Contractor shall always keep track and report information pertaining to HD/NRCI and NRSI separately. This applies to both the Monthly Status Report and the End of Project Period Status Report as well as to any other report the Contractor submits.

IV. DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Date
All	Meeting with WAM, PO and other EPA staff	Meet with EPA within two weeks of work assignment start date to review status of all tasks
1	Work Plan	IAW clauses B.2
2	Work assignment progress report	Monthly
3	Support for Preparation of ICRs	
	Talk to WAM about the status of an ICR coming up for renewal	Nine months before the expiration date of the ICR
	Establish and populate and e-docket for each ICR to be renewed	Nine months before the expiration date of the ICR
	Submit draft FR notice to WAM for comment	Eight months before the expiration date of the ICR
	Finalize FR notice and submit for publication	Seven months before the expiration date of the ICR
	Prepare Supporting Statement, includes researching regulations, talking to manufacturers to research burden, etc.	Eight to six months before the expiration date of ICR
	Submit draft Supporting Statement including burden estimates to WAM for comment	Six months before the expiration date of the ICR

	Notify WAM in writing of comments received from the public and coordinate response	Throughout comment periods
	Submit ICR Renewal package to WAM and OIC. Package includes Supporting Statement, second FR notice, ROCIS form, Checklist and any other document WAM deems appropriate	Three months before expiration date of the ICR
	Discuss changes proposed by OIC with WAM and amend package as necessary	As soon as comments are received
	Monitor e-docket during 2 nd comment period and coordinate with WAM appropriate response to any comments received	30 days after publication of the 2 nd FR notice
	Discuss with WAM any comments received from OMB and coordinate appropriate response	As soon as comments are received
4	Develop a database to track ICRs and hold all ICR-related documents and notes: This includes gathering information from WAM and other EPA sources as necessary	Within five months of Work Plan approval
Reports	Prepare reports requested by EPA (usually need final report within a week)	Time-line to be provided when task materials are delivered

V. DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and the Government, shall be delivered as follows:

- One copy in electronic format to the WAM & PO

The following applies to all tasks under this effort unless otherwise specified by the WAM during performance of that task.

The Contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The Contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

VI. Inspection and Acceptance Criteria

The WAM will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, documents and other deliverables will be performed by the WAM.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-15			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-11-007			Contract Period 02/01/2011 To 12/31/2012 Base Option Period Number 1			Title of Work Assignment/SF Site Name Green Racing Comm and Outreach			
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION				Specify Section and paragraph of Contract SOW					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 04/09/2012 To 12/31/2012			
Comments: The goal of the green racing initiative is to use motor sport competition to help rapidly develop cleaner, more fuel efficient vehicle propulsion technology and systems that will eventually be used in consumer vehicles.									
<input type="checkbox"/> Superfund						<input checked="" type="checkbox"/> Non-Superfund			
Accounting and Appropriations Data									
Note: To report additional accounting and appropriations data use EPA Form 1900-69A									
SFO (Max 2) <input type="checkbox"/>									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:				LOE:			
02/01/2011 To 12/31/2012									
This Action:									
Total:									
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee:		LOE:			
Cumulative Approved:				Cost/Fee:		LOE:			
Work Assignment Manager Name Christine Mikolajczyk <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number 734-214-4403 FAX Number:			
Project Officer Name Ann Chiu <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 734-214-4544 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Renita Tyus <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2094 FAX Number: 513-487-2109			

STATEMENT OF WORK

Title: Green Racing Communications and Outreach

Contractor & Contract Number: SRA International

Work Assignment Number: 1- 15

Work Assignment Manager (WAM): Christine Mikolajczyk
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Project Officer (PO)): Ann Chiu
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Contracting Officer (CO): Renita Tyus
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Period of Performance: Initiation to December 31, 2012

I. BACKGROUND

The Environmental Protection Agency (EPA), the Department of Energy (DOE) and SAE International have entered into a voluntary partnership to promote green racing. The impetus behind Green Racing originated within the EPA, and subsequently developed into a joint effort that includes Argonne National Laboratories along with the DOE, vehicle original equipment manufacturers, automotive suppliers, motor sports sanctioning bodies, motor sports associations, and racing vehicle developers.

The goal of the green racing initiative is to use motor sport competition to help rapidly develop cleaner, more fuel efficient vehicle propulsion technology and systems that will eventually be used in consumer vehicles. This in turn will foster new technology development for reduced greenhouse gases, reduced exhaust pollutants, and increased fuel economy.

The first product of the green racing partnership was a set of protocols that can be adapted to many racing series. The protocols promote the development of energy efficient technologies, the reduction of greenhouse gases and auto emissions and also encourage the use of renewable fuels and regenerative energy powertrains (hybrids). As part of the racing series, the three organizations provide national awards and recognition to the auto companies that build race cars that go the farthest and the fastest with the smallest environmental footprint and the lowest petroleum consumption. The American Le Mans Series (ALMS) is the first racing series to incorporate the green racing Challenge elements identified in the green racing protocols. The ALMS conducts nine road races per year throughout the United States and Canada featuring four classes of sports cars in each. At the end of the ALMS Petit Le Mans race EPA, DOE, and SAE will present two Green Challenge awards. One of the awards will go to the Green Challenge Championship winner of the Prototype class, and one of the awards will go to the Green Challenge Championship winner of the GT class.

Historically, there has been a strong correlation between the racing industry and the development of innovative vehicle technology which transfers to production vehicles. Typically, the racing industry promotes the development of rapid vehicle technology that competitors need to keep winning which typically results in innovations in vehicle safety, durability, performance, tire technology, etc. The speed at which technology development occurs in racing is usually much faster than in normal manufacturer product development. Racing also provides the ideal proving ground to assure that technological improvements will be durable under the most demanding conditions thereby facilitating the transfer of this technology to production vehicles.

Last year, EPA developed a communications/outreach strategy which included the development and production of a flash-based interact press kit for 2011 as well as various interviews and a Green Racing display. CISC also developed, coordinated, and displayed at the second Green Expo at the last race in Atlanta. In addition, CISC provided support to DOE for the introduction of the Green racing Simulator. The simulator, targeting students as well as the general public, is

a hands-on video tool which simulates a hybrid race car on the track resulting in a green score at the end of the race.

The purpose of this work assignment is to continue and compliment last year's outreach plan initiatives and activities with an emphasis on creating a public awareness of alternative fuels and technologies. Many of these technologies that are introduced thru the Green racing program are, or will be available in production vehicles. This work assignment includes developing promotional materials with an educational focus. These materials will attract the public to the Green Racing Simulator and Green Racing booth in general. Materials may include such items as roll-up banners and/or posters which would include information on alternative fuels and technologies, a revision of the Green Racing Brochure, enhancements to the Green racing web site such as integrating the Press Kit into the web, mobile applications, e-book or scholastic book for younger readers, etc. EPA's initiatives will involve coordination with DOE and ALMS, as well as other stakeholders.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections A, B, C, D and E of the Contractor's statement of work.

II. TASKS

Task 1: Prepare Work Plan

The Contractor shall prepare a work plan in accordance with the terms and conditions of contract clauses B.2. entitled "Work Assignments".

Task 2: Work Assignment Progress Report

The Contractor shall deliver monthly status reports which will track the progress on each of the tasks under this work assignment. The report shall include information such as: task and subtasks names, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, and any work on hold status. The PO and WAM will notify the contractor in writing of any changes to the report format.

The contractor shall meet with the WAM and other stakeholders or project team members weekly or bi-weekly as necessary to report the project progress as well as to discuss any issues.

Task 3: Revision of Green Racing Communications and Outreach Plan

The Contractor shall revise the 2011 Green Racing Communication and Outreach Plan for 2012 to include this year's initiative so that this plan may continue to be used as a template for future racing events. The plan shall include such components as target audiences, key messages, distribution channels, and incorporate public information, media communications, event opportunities, stakeholder coordination, educational initiatives, etc. The contractor shall work with the WAM stakeholders as necessary, to revise the plan; deliver a draft plan for review; and obtain WAM approval for and deliver the final plan.

Task 4: Development of Green Racings Public, Media, and Stakeholder Materials

The Contractor shall work with the WAM to design and develop various information displays and public outreach materials including technical roll-up banners and posters, a brochure, video clips, etc. The Contractor may also be required to provide other expertise such as event planning support, providing presentation materials for conferences, developing press packages releases and media opportunities, educational initiatives, web site enhancement, etc.

Task 5: Racing Event Follow-Up

The Contractor will provide post-event support which may include follow-up and/or debrief meetings with the WAM, EPA, and other stakeholders. The Contractor shall provide a follow-up report with recommendations for future events.

IV. DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the approved work plan as noted below:

Task	Milestone/Deliverable	Date
All	Kick-off/Coordination meeting with WAM and other EPA staff and Stakeholders	Meet with EPA within one week of work plan approval and bi-weekly (or as necessary) thereafter to discuss status & additional tasks.
1	Work Plan	IAW clauses B.2 and B.3
2	Work assignment progress report	Bi-weekly
3	Prepare draft Communications & Outreach Plan Prepare final Communications & Outreach Plan	Prepare draft within one week of written technical direction from WAM; incorporate comments and produce final version within two weeks of receipt of comments.

4	Draft a design plan for portable roll-up display banner and posters, Develop and deliver event displays and posters	Within 2 weeks of final plan. 2 weeks prior to racing event.
5	Event follow-up and recommendations for future events.	Participate in event follow-up meetings. Prepare report within 2 weeks of follow-up meeting with attendees.
	Work Assignment Report & Completion Date	December 31, 2012

V. DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and Government shall be delivered as follows:

- One copy in electronic format to the WAM and Project Officer

The following applies to all tasks under this effort unless otherwise specified by the WAM during performance of that task.

The Contractor shall deliver all draft and final reports, briefing materials, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc., as appropriate) via a delivery service or electronic mail.

The Contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

Inspection and Acceptance Criteria

The WAM will review deliverables for technical content, completeness, and grammar. Final review and acceptance of all reports, and other deliverables will be performed by the WAM.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-16								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-11-007		Contract Period 02/01/2011 To 12/31/2012 Title of Work Assignment/SF Site Name								
Base Option Period Number 1		Peer Review of								
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION		Specify Section and paragraph of Contract SOW Section A								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 01/01/2012 To 12/31/2012								
Comments:										
<input type="checkbox"/> Superfund		Accounting and Appropriations Data								
		<input checked="" type="checkbox"/> Non-Superfund								
SFO (Max 2) <input type="checkbox"/>		Note: To report additional accounting and appropriations data use EPA Form 1900-69A.								
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
02/01/2011 To 12/31/2012										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:		LOE:						
Cumulative Approved:		Cost/Fee:		LOE:						
Work Assignment Manager Name Cheryl Caffrey							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number 734-214-4849			
							FAX Number:			
Project Officer Name Ann Chiu							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 734-214-4544			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Renita Tyus							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2094			
							FAX Number: 513-487-2109			

STATEMENT OF WORK

Title: Peer Review of "Demonstrating the Safety and Crashworthiness of a 2020 Model-Year, mass-Related Crossover Vehicle"

Contractor and Contract Number: System Research and Applications Co.,
Contract EP-C-11-007

Work Assignment Number: 1-16

Work Assignment Manager (WAM): Cheryl Caffrey
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Project Officer (PO): Ann Chiu
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Contracting Officer: Renita Tyus
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Cincinnati, OH 45268
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Fax: 513-487-2109
Email: tyus.renita@epa.gov

I. BACKGROUND

As EPA's Office of Transportation and Air Quality develops its programs to reduce greenhouse gas (GHG) emissions from light-duty highway vehicles, there is a need to evaluate the safety of lightweighted automotive designs as well as the costs of technologies to achieve this design. Lotus Engineering published a report in 2010 titled "An Assessment of mass Reduction Opportunities for a 2017-2020 Model Year Vehicle Program". This report presented two lightweight designs of a 2009 Toyota Venza – one called "Low Development" (20% mass reduction) and the second called "High Development" (40% mass reduction). The current Lotus report, "Using an Existing Lightweight Vehicle Concept, Further Develop it to Demonstrate it Meets Federal Motor Vehicle Safety Standards (FMVSS) for Light-Duty Vehicles", reevaluates the High Development design and related costs. CAE models (using LS-Dyna) are developed on the body in white (BIW) and are used to evaluate the designs under several safety crash simulations. The cost part of the model is a bottom-up approach, based on the specific BIW and accounting for details of every cost factor. A comprehensive peer review is an important step for validation and improvement of the model by third party experts. Toward this end we ask that reviewers be chosen from a variety of fields and that they be chosen such that all of the technical aspects of this report are professionally reviewed.

PURPOSE AND SCOPE OF WORK

The contractor shall identify a group of four to five independent subject matter experts and facilitate each member's review and comment on the Lotus Engineering report "Using an Existing Lightweight Vehicle Concept, Further Develop it to Demonstrate it Meets Federal Motor Vehicle Safety Standards (FMVSS) for Light-Duty Vehicles". The peer review shall be conducted as specified under guidelines in the EPA's Science Policy Council Peer Review Handbook, 3rd Edition (Handbook). These guidelines can be found at <http://www.epa.gov/peerreview/>. Further, OMB's Information Quality Bulletin for Peer Review and Preamble (found in the EPA's Peer Review Handbook, Appendix B) contains provisions for the conduct of peer reviews across federal agencies and may serve as an overview of EPA's peer review process and principles.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in section A of the contract's statement of work.

III TASKS

The contractor shall be familiar with the provisions of EPA's Peer Review Handbook to ensure that the peer review guidelines are met. Further, the contractor shall manage the peer review process to ensure that each peer reviewer has sufficient time to complete their review of the mass reduction and costing methodologies and supporting documentation and that each reviewer can adhere to the timetable for reviewing completion. It is critical to EPA's regulatory schedule that the Final Report be received by EPA in accordance with the date set forth in the schedule of deliverables outlined below.

As part of this process, the contractor shall arrange a teleconference between those peer reviewers identified in Task 1 below and EPA and its technical representatives to provide the reviewers with any additional background information on the mass reduction report and methodology. Future questions that a member of the group of peer reviewers may have shall be directed back through the contractor for resolution with EPA's Contracting Officer's Technical Representative or COTR.

Any answer, and the question to which it refers, shall in turn be shared with the full group of reviewers.

It is imperative that the comments be organized in a clear manner and the proposal of the use of a tabular format is included in the description below.

A description of the work to be performed by the contractor in each task specified in this Performance Work Statement (PWS) follows.

Task 1: Work Plan Preparation

The contractor shall prepare a work plan in accordance with the terms and conditions of the contract clauses on work assignments.

Task 2: Project Management

The contractor shall deliver monthly WA status reports which shall track the progress on each of the tasks/deliverables. The report shall include the information such as task and subtask names, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, and work on hold status. PO and WAM will notify the contractor in writing regarding any changes to the report format.

Task 3: Facilitation of Peer Review

The contractor shall schedule and facilitate calls as-needed (typically once for the report and once for the model) for the peer reviewers, the EPA COTR, EPA-identified relevant project related staff, and SRA identified contractor staff to clarify any outstanding questions the peer reviewers may have and answer questions about the review. In addition, the contractor shall monitor progress by contacting the reviewers periodically.

The contractor shall ask the peer reviewers to submit a written report that includes the response to the charge letter (in the writeup and tabular form) and any additional comments the reviewer may have. The contractor shall ask the peer reviewers to provide their comments as an enclosure to a cover letter that clearly states the reviewer's name, the name and address of their organization, if applicable, and a statement of any real or perceived conflict(s) of interest. The contractor will forward these documents on to the COTR in electronic format along with Task 4 deliverables.

EPA would expect each peer reviewer would be provided with an honorarium for their services. Federal Government employees reviewing this material during duty hours would not receive payment.

Task 4: Documentation of Process

The contractor shall provide EPA with a technical report detailing the means by which reviewers were chosen, the matter in which the review process was administered, and how the peer review was brought to a close. This report shall be included as part of the Final Technical Report detailed in Task 5.

Task 5: Draft and Final Technical Report

The contractor shall develop both a draft and final version of the technical report which details the work completed in Tasks 1 through 3, including any issues encountered. The contractor shall prepare an introduction with a clear and concise overview of the comments made by the peer reviewers. The draft final report shall include a written summary of each section of comments as well as a comparison table, by question, of comments submitted by the reviewers. The original reviewer comments shall also be submitted in the report along with the resumes of each reviewer. EPA will review the draft report and submit comments to the contractor. The contractor shall

provide EPA with a final technical report, addressing EPA comments. The report shall be sent electronically in both Microsoft Word (*.doc) and Adobe portable document file (*.pdf) formats.

IV PROJECT REPORTING

Monthly Status Report

The contractor shall provide monthly status reports in accordance with Monthly Progress Reports Deviation. The monthly status reports shall track the progress on each of the tasks under this work assignment.

The contractor shall provide teleconference reports with the EPA COTR weekly to summarize progress made to date. A short written report shall be submitted on or before the teleconference and the report shall indicate progress achieved in the preceding week, technical issues encountered, solutions to issues (proposed or attempted), and project activity for the next week. This report shall include any potential issues or circumstances that arise causing delays in the review process. The contractor shall also report if the project is beginning to exceed the hours or dollars agreed upon in the work plan.

End of Project Period Status Report

At the end of the project period, the contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

V DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the schedule below.

<u>Milestone/Deliverable by Task</u>	<u>Proposed Due Date</u>
Task 1: Work Plan Preparation	<ul style="list-style-type: none">• Deliver to EPA for approval, one week after work assignment in place
Task 2: Project Management	<ul style="list-style-type: none">• throughout
Task 3: Facilitation of Peer Review <ul style="list-style-type: none">• Mid-review teleconference• Peer reviewer's comments due to contractor	<ul style="list-style-type: none">• As needed• 1/13/12 (report)• 1/27/12 (model)
Task 4: Documentation of Process <ul style="list-style-type: none">• Draft report on documentation of process	To be combined with Deliverable for Task 5 –
Task 5: Draft and Final Technical Reports <ul style="list-style-type: none">• Draft technical report• Final technical report	<ul style="list-style-type: none">• 2/10/12 (report and model)• 2/24/12 (report and model)

VI DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WAM and PO

The following applies to all tasks under this effort unless otherwise specified by the WAM during the performance of that task.

The contractor shall deliver all draft and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum: the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

Inspection and Acceptance Criteria

The WAM will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WAM.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-17 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-11-007	Contract Period 02/01/2011 To 12/31/2012 Base Option Period Number 1	Title of Work Assignment/SF Site Name Peer Review of LBNL's analysis								
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION		Specify Section and paragraph of Contract SOW Section A								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 01/01/2012 To 12/31/2012								
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 02/01/2011 To 12/31/2012		Cost/Fee:				LOE:				
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:				LOE:				
Cumulative Approved:		Cost/Fee:				LOE:				
Work Assignment Manager Name Cheryl Caffrey _____ (Signature) (Date)						Branch/Mail Code: Phone Number 734-214-4849 FAX Number:				
Project Officer Name Ann Chiu _____ (Signature) (Date)						Branch/Mail Code: Phone Number: 734-214-4544 FAX Number:				
Other Agency Official Name _____ (Signature) (Date)						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name Renita Tyus _____ (Signature) (Date)						Branch/Mail Code: Phone Number: 513-487-2094 FAX Number: 513-487-2109				

STATEMENT OF WORK

Title: Peer Review of LBNL's analysis of the relationship between vehicle mass, footprint, and total fatality and casualty risk

Contractor and Contract Number: System Research and Applications Co.,
Contract EP-C-11-007

Work Assignment Number: 1-17

Work Assignment Manager (WAM): Cheryl Caffrey
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Alternate WAM: Zoltan Jung
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Project Officer (PO): Ann Chiu
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Contracting Officer: Renita Tyus
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Mail Code: NWD
Cincinnati, OH 45268
Phone: 513-487-2094
Fax: 513-487-2107
Email: tyus.renita@epa.gov

I. BACKGROUND

As EPA's Office of Transportation and Air Quality develops its programs to reduce greenhouse gas (GHG) emissions from light-duty highway vehicles, there is a need to evaluate the safety of mass reduction technologies likely to be used to meet future standards. DOE has contracted with Lawrence Berkeley National Laboratory (LBNL) to perform a safety statistics analysis of the effect of vehicle mass reduction on safety. LBNL's analysis of the relationship between vehicle mass, footprint, and total fatality and casualty risk is comprised of two phases. Phase 1 is an assessment of the NHTSA report "Relationship Between Fatality Risk, Mass, and Footprint in Model Year 2000-2007 Passenger Cars and LTVs"; this study uses logistic regression analysis to estimate the relationship of changes in vehicle mass and footprint on US fatality risk per vehicle mile traveled. Phase 2 is an independent logistic regression analysis to estimate the relationship between vehicle mass, footprint and total casualty (fatality plus serious injury) risk, per police-reported crash, using state-level data on all crashes. The draft report of LBNL's Phase 1 study is completed and ready for review, but the work for the Phase 2 study is underway and is expected to be available for review around the end of September, 2011.

In order to review the LBNL analyses, the selected candidate should understand and be familiar with data, assumptions, conclusions, and statistic approach used in the NHTSA 2011 report of "Relationship between Fatality Risk, Mass, and Footprint in Model Year 2000-2007 Passenger Cars and LTVs" (attached at the LBNL assessment report). The focus of this review is to evaluate the assumptions made, data used, conclusions from the analysis, and methods of statistics chosen in conducting the LBNL assessment of the NHTSA study, and the independent LBNL study.

A comprehensive peer review by third party experts is an important step for validation of the results of the studies, and how the results of the studies are used in modeling the effect of new fuel economy and greenhouse gas emission standards on vehicle safety. The contractor shall identify a group of four to five independent subject matter experts and facilitate each member's review and comment on the Phase 1 and Phase 2 reports referenced above. The peer review shall be conducted as specified under guidelines in the EPA's Science Policy Council Peer Review Handbook, 3rd Edition (Handbook). These guidelines can be found at <http://www.epa.gov/peerreview/>. Further, OMB's Information Quality Bulletin for Peer Review and Preamble (found in the EPA's Peer Review Handbook, Appendix B) contains provisions for the conduct of peer reviews across federal agencies and may serve as an overview of EPA's peer review process and principles.

All three reports are to be treated as confidential information and the materials are to stay within the knowledge of the contractor, peer reviewers and EPA.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in section A of the contract's statement of work.

III TASKS

This work assignment is intended to support EPA by conducting an independent peer review of the mass safety study by Lawrence Berkeley National Laboratory as outlined in the two LBNL draft reports. The contractor shall be familiar with the provisions of EPA's Peer Review Handbook to ensure that the peer review guidelines are met. A number of reviewers, likely four to five, will be chosen to review the report. Due to the complex nature of the subject, the reviewers may be

requested by EPA to have one or more areas of expertise in order to assure a robust peer review. The contractor will choose the reviewers, distribute charge letters, receive comments and summarize the comments in a draft and final report to EPA. The selected independent reviewers should review the LBNL draft reports and provide a detailed evaluation of LBNL's assessment of the NHTSA study, as well as an in-depth evaluation of LBNL's independent analysis of the relationship between vehicle mass, footprint and total casualty risk per crash, using state crash data. As part of the process, the contractor shall arrange a teleconference between those peer reviewers it has identified in Task 1 below, EPA and its technical representatives to provide the reviewers with any additional background information on the mass reduction report and methodology. Future questions that a member of the group of peer reviewers may have shall be directed back through the contractor for resolution with EPA's Contracting Officer's Technical Representative or COTR. Any answer, and the question to which it refers, shall in turn be shared with the full group of reviewers.

A description of the work to be performed by the contractor in this Performance Work Statement (PWS) follows.

Task 1: Work Plan Preparation

The contractor shall prepare a work plan in accordance with the terms and conditions of the contract clauses on work assignments.

Task 2: Complete Facilitation of Peer Review

Peer review comments on the LBNL Phase 1 and Phase 2 reports will be submitted in January to the contractor. It is possible that the peer reviewers may have questions prior to submittal of their comments. The contractor shall coordinate the questions between peer reviewers and the document authors for resolution. Answers, and the question to which it refers, shall in turn be shared with the full group of reviewers.

Task 3: Documentation of Process

The contractor shall provide EPA with a technical report detailing the means by which reviewers were chosen, the manner in which the review process was administered, and how the peer review was brought to a close. This report shall be included as part of the Final Technical Report detailed in Task 5.

Task 4: Draft and Final Technical Report

The contractor shall develop both a draft and final version of the technical report which details the work completed in PWS 0-17 as well as Tasks 1 through 4 of this PWS, including any issues encountered. The contractor shall prepare an introduction with a clear and concise overview of the comments made by the peer reviewers. The draft final report shall include a written summary of each section of comments as well as grouping the tabled comments and the general comments on each section. The original reviewer comments shall also be submitted in the report along with the resumes of each reviewer. EPA will review the draft report and submit comments to the contractor.

The contractor shall provide EPA with a final technical report, addressing EPA comments, within one week of receiving comments on the draft report. The report shall be sent electronically in both Microsoft Word (*.doc) and Adobe portable document file (*.pdf) formats.

Task 5: Project Management

The contractor shall provide teleconference reports with the EPA WAM weekly to summarize progress made to date. A short written report shall be submitted on or before the teleconference and

the report shall indicate progress achieved in the preceding period, technical issues encountered, solutions to issues (proposed or attempted), and project activity for the next bi- week. This report shall include any potential issues or circumstances that arise causing delays in the review process. The contractor shall also report if the project is beginning to exceed the hours or dollars agreed upon in the work plan.

The contractor shall deliver monthly WA status reports which shall track the progress on each of the tasks/deliverables. The report shall include the information such as task and subtask names, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, and work on hold status. PO and WAM will notify the contractor in writing regarding any changes to the report format.

IV PROJECT REPORTING

Weekly Teleconference Meetings

As detailed in Task 5 the contractor shall submit a summarized update in a teleconference meeting between EPA WAM and the contractor.

Monthly Status Report

As stated at Task 5, the contractor shall provide monthly status reports in accordance with Monthly Progress Reports Deviation. The monthly status reports shall track the progress on each of the tasks under this work assignment.

End of Project Period Status Report

At the end of the project period, the contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

V DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the proposed schedule below.

<u>Milestone/Deliverable by Task</u>	<u>Proposed Due Date</u>
Task 1: Work Plan Preparation	<ul style="list-style-type: none"> Deliver to EPA for approval within 15 calendar days after work assignment start
Task 2: Complete Facilitation of Peer Review <ul style="list-style-type: none"> Peer reviewer's comments due to contractor 	<ul style="list-style-type: none"> 1/10/12
Task 3: Documentation of Process <ul style="list-style-type: none"> Draft report on documentation of process 	<ul style="list-style-type: none"> Per conference call with EPA WAM/COTR - to be combined with Deliverable for Task 5 – 1/27/12
Task 4: Draft and Final Technical Reports <ul style="list-style-type: none"> Draft technical report Final technical report 	<ul style="list-style-type: none"> 1/27/12 2/7/12
Task 5: Project Management	<ul style="list-style-type: none"> Throughout

VI DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WAM and PO

The following applies to all tasks under this effort unless otherwise specified by the WAM during the performance of that task.

The contractor shall deliver all draft and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum: the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

Inspection and Acceptance Criteria

The WAM will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WAM.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

1-18

☐ Other☐ Amendment Number:

Contract Number

EP-C-11-007

Contract Period 02/01/2011 To 12/31/2012

Base

Option Period Number 1

Title of Work Assignment/SF Site Name

Peer Review of Light Duty Veh

Contractor

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 01/01/2012 To 12/31/2012

Comments:



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

02/01/2011 To 12/31/2012

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Cheryl Caffrey

Branch/Mail Code:

Phone Number 734-214-4849

FAX Number:

(Signature)

(Date)

Project Officer Name Ann Chiu

Branch/Mail Code:

Phone Number: 734-214-4544

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Renita Tyus

Branch/Mail Code:

Phone Number: 513-487-2094

FAX Number: 513-487-2109

(Signature)

(Date)

STATEMENT OF WORK

Title: Peer Review of "Light Duty Vehicle Technology Mass Reduction and Cost Analysis – Toyota Venza"

Contractor and Contract Number: System Research and Applications Co.,
Contract EP-C-11-007

Work Assignment Number: 1-18

Work Assignment Manager (WAM): Cheryl Caffrey
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I. BACKGROUND

As EPA's Office of Transportation and Air Quality develops its programs to reduce greenhouse gas (GHG) emissions from light-duty highway vehicles, there is a need to evaluate the safety of lightweighted automotive designs as well as the methods and costs of proposed technologies to achieve this design. FEV drafted a report in 2012 titled "Light Duty Vehicle Technology Mass Reduction and Cost Analysis – Toyota Venza". This report starts with review of the Lotus Engineering Phase 1 report concepts on the Toyota Venza. The amount of mass reduction in the Low Development case (20%) and the assumptions for the BIW and all of the system technologies, costs, application, etc. are reviewed. Based on the results, FEV takes a new look at the vehicle and determine mass reduction and cost analysis potentials to achieve 20% mass reduction. The Body-in-White (BIW) structure is designed and developed in CAE by FEV's contractor, EDAG, in order to demonstrate that it meets Federal Motor Vehicle Safety Standards (FMVSS) for Light-Duty Vehicles' using LS-DYNA. Materials, methods and related costs to assembly and manufacturing are also included. To be validated, the CAE model must be reviewed to assure the CAE code represents the information presented in the report, and the models must be run in similar crash simulations to check the results. Other parts of the report to be reviewed include the design and cost portions. The design portion of the project consists of implementing best practices of BIW design including incorporated and extrapolating trends in the industry for material, joining and design. The cost part of the project is a bottom-up approach, based on the specific vehicle systems including BIW, brakes, suspension, closures, engine, etc. and accounting for details of every cost factor.

A comprehensive peer review is an important step for validation and improvement of the report and CAE model by third party experts. We ask that reviewers be chosen from a variety of fields and that they are chosen such that all of the technical aspects of this report are professionally reviewed.

The contractor shall identify a group of four to five independent subject matter experts or groups and facilitate each member's review and comment on the FEV report and of these two or three will also review the CAE model. The peer review shall be conducted as specified under guidelines in the EPA's Science Policy Council Peer Review Handbook, 3rd Edition (Handbook). These guidelines can be found at <http://www.epa.gov/peerreview/>. Further, OMB's Information Quality Bulletin for Peer Review and Preamble (found in the EPA's Peer Review Handbook, Appendix B) contains provisions for the conduct of peer reviews across federal agencies and may serve as an overview of EPA's peer review process and principles.

The report and model are expected to be available for circulation on January 23, 2012. These documents are to be treated as confidential information and materials are to stay within the knowledge of the contractor, peer reviewers and EPA.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in section A of the contract's statement of work.

III TASKS

This work assignment is intended to support EPA by conducting an independent peer review of the mass safety study by FEV as well as the corresponding CAE model. A number of reviewers, likely four to five, will be chosen to review the report. The contractor shall be familiar with the provisions of EPA's Peer Review Handbook to ensure that the peer review guidelines are met. Further, the contractor shall manage the peer review process to ensure that each peer reviewer or group has

sufficient time to complete their review of the mass reduction design and costing methodologies and supporting documentation such as the CAE model and that each reviewer can adhere to the timetable for reviewing completion. It is critical to EPA's regulatory schedule that the Final Report be received by EPA in accordance with the date set forth in the schedule of deliverables outlined below.

The contractor will choose the reviewers, distribute charge letters, receive comments and summarize the comments in a draft and final report to EPA. The selected independent reviewers should review the FEV draft report, and some the CAE model, and provide a detailed evaluation. As part of the process, the contractor shall arrange a teleconference between those peer reviewers it has identified in Task 1 below, EPA and its technical representatives to provide the reviewers with any additional background information on the mass reduction report and methodology. Future questions that a member of the group of peer reviewers may have shall be directed back through the contractor for resolution with EPA's Contracting Officer's Technical Representative or COTR. Any answer, and the question to which it refers, shall in turn be shared with the full group of reviewers.

It is imperative that the comments be organized in a clear manner and the proposal of the use of a tabular format is included in the description below.

A description of the work to be performed by the contractor in each task specified in this Performance Work Statement (PWS) follows.

Task 1: Work Plan Preparation

The contractor shall prepare a work plan in accordance with the terms and conditions of the contract clauses on work assignments.

Task 2: Reviewer Selection

Under this task the contractor shall develop a list of candidate subject matter experts qualified to perform peer reviews that, when grouped, shall cover all aspects of the report. EPA expects that a group of four to five technical experts will be needed in order to cover all aspects of the report. This is due to the complex technical nature of the report. The group of chosen technical experts should, at a minimum, cover the areas of the following:

- 1) Automotive joining, welding, bonding, forming, extrusion techniques
- 2) Automobile manufacturing and assembly processes
- 3) Vehicle crashworthiness, safety crash simulation
- 4) Automotive cost assessment.

Each of the peer reviewers must be independent. EPA defines an "independent" peer reviewer as an expert who was not associated with the generation of the specific work product either directly by substantial contribution to its development or indirectly by significant consultation during the development of the specific product. The independent peer reviewer, thus, is expected to be objective. (For further information, see Sections 1.2.6 and 1.2.7 of EPA's Peer Review Handbook). In selecting reviewers, the contractor shall avoid any reviewer with actual or apparent conflict(s)-of-interest that would preclude an independent review. Sections 3.4.5 and 3.4.6 of the Handbook can be referenced for avoidance of conflict(s) of interest.

A list of subject matter experts from academia, industry and government research facilities will be developed by the contractor for use in this work. The contractor may choose individuals or experts in the areas specified who can draw on their "peer network" and knowledge of professional societies, academia, and other organizations. The EPA COTR will submit a short list of reviewers

as a suggested starting point from which to identify the four to five reviewers who will participate in the peer review. The list shall not limit the contractor in the identification of potential reviewers but should serve as a reference for subject matter experts. The contractor shall present to the EPA COTR a table of potential reviewers' vs subject matters areas to illustrate how the potential reviewers will cover the range of subject matters. The contractor shall then contact the potential reviewers and determine whether each is able to perform work during the period of performance.

When the contractor has identified the candidate peer reviewers, the contractor shall contact them with an "initial contact" phone call and, if necessary a followup "initial contact" e-mail, informing them of the peer review and the need for peer reviewers. At all times, the contractor's personnel will identify themselves as contractor employees and shall not present themselves as EPA employees. If positive feedback is received, then an email shall be sent which shall describe the process of the peer review, including tentative schedule and the expertise and experience that is needed from the reviewer. The contractor shall request an e-mail response that indicates the candidate peer reviewer's interest and confirmation of his or her availability. The contractor shall also ask the candidate peer reviewers to attach their resume or curriculum vitae to their email response. In addition, the contractor shall ask the candidate peer reviewers to disclose any actual or apparent conflicts of interest (COI).

The contractor shall review the interested and available candidate peer reviewers' e-mail responses and resumes for relevant experience and demonstrated expertise in the specified areas of the PWS, as demonstrated by educational degrees attained, research and work experience, publications, awards, and participation in relevant professional societies. In addition, the contractor shall evaluate whether the candidate peer reviewers have any actual or apparent conflicts of interest (COI) in accordance with EPA's Peer Review Handbook. Based on this information, the contractor shall develop a list of qualified candidates for the peer review.

From this list, the contractor shall select four to five qualified independent peer reviewers who will conduct the peer review and through their total input shall address all/most assumptions used in the report. Only a minimum of peer reviewers (2-3) need review the model. The contractor shall then prepare and deliver to the EPA COTR a peer review selection memorandum that includes the names and affiliations of the selected peer reviewers, each peer reviewer's curriculum vitae or resume, a target start date for each member's review (if different from the group) and the aspect(s) of the report that each reviewer is expected to address. A table shall be included to present to the EPA COTR of the selected reviewers' vs subject matters areas to illustrate how the chosen reviewers will cover the range of subject matters. In addition, the contractor shall identify any areas that will be strong or lacking in the review as a result of the reviewer group selected.

The EPA COTR will provide written approval of the peer reviewer list. If EPA disagrees with a chosen peer reviewer and believes that a substitute is needed, the contractor shall identify an alternate peer reviewer who has the necessary qualifications.

Task 3: Facilitation of Peer Review

Upon EPA's submittal of the final documents to be reviewed (draft report and LS-Dyna model) to the contractor, the contractor shall begin the actual review process by distributing the charge (EPA COTR will provide a suggested charge due to the complex nature of this model) and all relevant documents, including a cover letter with instructions and notifications, to the peer reviewers. The contractor shall assume that the peer review materials will be electronic and may be distributed by e-mail or FTP site.

For ease of comment organization, the contractor shall provide to the reviewers a tabular format of the charge letter questions. The tables shall include three columns:

- 1) main questions/topics,
- 2) specific questions to be answered under each topic, and
- 3) a space for reviewer's comments

An overall catchall question shall be included at the end of the prescribed questions in order to capture other comments by the reviewers that were not outline in the table. This procedure allows for easy handling of the individual comments – ability to be grouped, compared and eventually reviewed and answered by FEV.

EPA would expect each peer reviewer would be provided with an honorarium for their services. Federal Government employees reviewing this material during duty hours would not receive payment.

As part of the process, the contractor shall arrange a teleconference between those peer reviewers it has identified in Task 1 above, EPA COTR, EPA-identified relevant project related staff, and SRA identified contractor staff to clarify any outstanding questions the peer reviewers may have and answer questions about the review. In addition, the contractor shall monitor progress by contacting the reviewers periodically. Future questions that a member of the group of peer reviewers may have shall be directed back through the contractor for resolution with EPA's Contracting Officer's Technical Representative or COTR. Any answer, and the question to which it refers, shall in turn be shared with the full group of reviewers.

The contractor shall ask the peer reviewers to submit a written report that includes the response to the charge (in the tabular form) and any additional comments the reviewer may have. The contractor shall ask the peer reviewers to provide their comments as an enclosure to a cover letter that clearly states the reviewer's name, the name and address of their organization, if applicable, and a statement of any real or perceived conflict(s) of interest. The contractor will forward these documents on to the COTR in electronic format along with our summary as Task 5 deliverables.

Task 4: Documentation of Process

The contractor shall provide EPA with a technical report detailing the means by which reviewers were chosen, the manner in which the review process was administered, and how the peer review was brought to a close. This report shall be included as part of the Final Technical Report detailed in Task 5.

Task 5: Draft and Final Technical Report

The contractor shall develop both a draft and final version of the technical report which details the work completed in Tasks 1 through 4, including any issues encountered. The contractor shall prepare an introduction with a clear and concise overview of the comments made by the peer reviewers. The draft final report shall include a written summary of each section of comments as well as grouping the tabled comments and the general comments on each section. The original reviewer comments shall also be submitted in the report along with the resumes of each reviewer. EPA will review the draft report and submit comments to the contractor.

The contractor shall provide EPA with a final technical report, addressing EPA comments. The report shall be sent electronically in both Microsoft Word (*.doc) and Adobe portable document file (*.pdf) formats.

Task 6: Project Management

The contractor shall also provide progress with the EPA COTR weekly to summarize progress made to date, possibly via teleconference. A short written report shall be submitted on or before the teleconference and the report shall indicate progress achieved in the preceding week, technical

issues encountered, solutions to issues (proposed or attempted), and project activity for the next week. This report shall include any potential issues or circumstances that arise causing delays in the review process. The contractor shall also report if the project is beginning to exceed the hours or dollars agreed upon in the work plan.

The contractor shall deliver monthly WA status reports which shall track the progress on each of the tasks/deliverables. The report shall include the information such as task and subtask names, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, and work on hold status. PO and WAM will notify the contractor in writing regarding any changes to the report format.

IV PROJECT REPORTING

Weekly Teleconference Meetings

As detailed in Task 6, the contractor shall submit a summarized update in a teleconference meeting between EPA WAM and the contractor.

Monthly Status Reports

The contractor shall provide monthly status reports in accordance with Monthly Progress Reports Deviation. The monthly status reports shall track the progress on each of the tasks under this work assignment.

End of Project Period Status Report

At the end of the project period, the contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

V DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the schedule below.

The Contractor shall complete deliverables in accordance with the proposed schedule below.

<u>Milestone/Deliverable by Task</u>	<u>Proposed Due Date**</u>
Task 1: Work Plan Preparation	<ul style="list-style-type: none"> • Deliver to EPA for approval with 15 calendar days of work assignment start
Task 2: Reviewer Selection <ul style="list-style-type: none"> • Peer review selection memorandum • Contact panel members and select (finalize) panel members 	<ul style="list-style-type: none"> • One week after work plan approval AND EPA has delivered report and model for use in this work assignment (expected Jan 27, 2012) • Within 10 days of EPA comments
Task 3: Facilitation of Peer Review <ul style="list-style-type: none"> • Receive resumes and finalize subcontract documents to peer reviewers • Charge letter and documents to reviewers • Mid-review teleconference • Peer reviewer's comments due to contractor 	<ul style="list-style-type: none"> • Ten days after verbal agreement from each peer reviewer • One week after subcontract established for each peer • Within one week of material receipt • 3/2/12
Task 4: Documentation of Process <ul style="list-style-type: none"> • Draft report on documentation of process 	<ul style="list-style-type: none"> • To be combined with Deliverable for Task 5 – 2/14/12
Task 5: Draft and Final Technical Reports <ul style="list-style-type: none"> • Draft technical report 	<ul style="list-style-type: none"> • 3/14/12

• Final technical report	• 3/21/12
Task 6: Project Management	• Throughout

** These dates are subject to negotiation and change as a result of EPA's regulatory schedule, availability of the final Peer Review Charge and review documents, or other factors outside of the contractor's control.

* These dates are subject to negotiation and change as a result of EPA's regulatory schedule, availability of the final Peer Review Charge and review documents, or other factors outside of the contractor's control. A table for reviewers comments via charge questions are to be submitted to each reviewer for their use.

**If the final draft report is not ready for review, then this date may slip.

VI DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WAM and PO

The following applies to all tasks under this effort unless otherwise specified by the WAM during the performance of that task.

The contractor shall deliver all draft and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum: the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

Inspection and Acceptance Criteria

The WAM will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WAM.

EPA United States Environmental Protection Agency Washington, DC 20460		Work Assignment Number 1-19								
Work Assignment		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-11-007		Contract Period 02/01/2011 To 12/31/2012 Base X Option Period Number								
Contractor SRA INTERNATIONAL, INC.		Title of Work Assignment/SF Site Name DERA Evaluation								
Specify Section and paragraph of Contract SOW Tasks A, D and E										
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 09/11/2012 To 12/31/2012								
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
02/01/2011 To 12/31/2012										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Joseph Annotti						Branch/Mail Code:				
_____ (Signature)						Phone Number 202-343-9744				
_____ (Date)						FAX Number:				
Project Officer Name Ann Chiu						Branch/Mail Code:				
_____ (Signature)						Phone Number: 734-214-4544				
_____ (Date)						FAX Number:				
Other Agency Official Name Jim Blubaugh						Branch/Mail Code:				
_____ (Signature)						Phone Number: 202-343-9244				
_____ (Date)						FAX Number:				
Contracting Official Name Sandra Savage						Branch/Mail Code:				
_____ (Signature)						Phone Number: 513-487-2046				
_____ (Date)						FAX Number:				

STATEMENT OF WORK

Title: DERA Evaluation

Contractor and Contract Number: System Research and Applications Co.,
Contract EP-C-11-007

Work Assignment Number: 1-19

Work Assignment Manager (WAM): Joseph Annotti
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Email: newstead.sally@epa.gov

Project Officer (PO): Ann Chiu
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Fax: 734-214-4869
Email: chiu.ann@epa.gov

Contracting Officer: Michael Kreacic
USEPA Facilities
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Cincinnati, OH 45268
Office 513-487-2104
Fax 513-487-2107
e-mail: kreacic.michael@epa.gov

I. BACKGROUND

Reducing emissions from diesel engines is one of the most important air quality challenges facing the country. Even with EPA's more stringent heavy-duty highway and nonroad engine standards set to take effect over the next decade, millions of diesel engines already in use shall continue to emit large amounts of nitrogen oxides, particulate matter and air toxics, which contribute to serious public health problems. These emissions are linked to thousands of premature deaths, hundreds of thousands of asthma attacks, millions of lost work days, and numerous other health impacts every year. Since 2008, Congress has appropriated \$180 million for the Diesel Emissions Reduction Act Program (DERA), exclusive of the \$300 million through the American Recovery and Reinvestment Act (ARRA), to provide innovative grants to reduce pollution from diesel engines across the country through engine retrofits, repowers, and vehicle replacements. 406 grants were awarded with DERA funds, plus an additional 160 grants with ARRA funds, to reduce these harmful diesel emissions.

This work assignment shall support an evaluation of the DERA Program, including funding from 2008 through 2011, to identify and analyze the actual emissions attributable to DERA funding, analyze the environmental results and benefits of different types of projects. Information gathered through these evaluations shall be used by the contractor to assist EPA to further enhance future DERA grants through database improvements and streamlined functions.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections A, D, and E of the contract's statement of work.

III TASKS

Task 1: Work Plan Preparation

The contractor shall prepare a work plan in accordance with the terms and conditions of the contract clauses on work assignments.

Task 2: Work Assignment Management

The contractor shall deliver monthly status reports which shall track the progress on each of the tasks/deliverables under this work assignment. The report shall include the information such as: task and subtask names, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, and work on hold status. PO and WAM shall notify the contractor in writing regarding any changes to the report format.

Task 3: Grant Life Cycle Analysis

EPA staff shall deliver to SRA the estimated and final reports from 24 individual DERA grantees – two from each of DERA08, DERA0910, and DERA11 and from each of the National, State, Emerging Technologies, and SmartWay Finance Programs. These final reports shall include both Word (.doc) and Excel (.xls) files. The data within those files shall be used by the contractor to fill in the values prompted by the Diesel Emissions Quantifier (DEQ); the contractor shall inspect the entries for quality control. As these runs are completed for each fleet in each grant, the contractor shall download the Summary Report “.csv” files from the DEQ.

The contractor shall then upload these files into the Database for Reporting Innovative Vehicle Emissions Reductions (DRIVER). Upon uploading, each new DRIVER vehicle record shall be

inspected by the contractor and the technology values shall be manually updated, as part of the quality assurance/quality control process. Further direction about DEQ runs and DRIVER imports shall come via technical direction from EPA.

The contractor will then, using the Dashboard, develop reports that compare the estimated vehicle and emissions data with that of the final reports. This data will be presented to EPA staff.

Deliverable(s)

3.1 – The contractor shall submit all DEQ-generated “.csv” files to EPA for tracking and storage.

3.2 – The contractor shall provide EPA staff with a log of all DRIVER uploads.

3.3 – The contractor shall provide a brief analytical report for each grant detailing the comparison between estimated and actual data.

Task 4: Advanced Monitoring Deep Dive

By coordinating with Faye Swift, this task will assist in the data collection for grants receiving Advanced Monitoring. By EPA's performance of detailed analyses of estimate and actual vehicle records, this task will help elucidate critical information for the reviewer, such as over-estimated emissions reductions, lack of detailed reporting, and cost-effectiveness, among others.

Deliverable(s)

4.1 – The contractor shall submit all DEQ-generated “.csv” files to EPA for tracking and storage.

4.2 – The contractor shall provide EPA staff with a log of all DRIVER uploads.

Task 5: Future Planning

The contractor shall provide the answers on the following questions.

What does the Legacy Fleet actually look like? Is the 11,000,000 number still reliable? How much impact is the program really having on that number? Is there a more appropriate “legacy fleet” metric to use?

Task 6: Revision and Analysis of DERA's Environmental, Health and Financial Impacts

In the Reports to Congress, we look at the environmental, health and financial impacts of the DERA Program. With the advent of new MOVES emissions factors, updated air modeling, and new health benefits calculations, we could take a revised look at the impacts of our grants. This may have significant costs as high-level expertise of the multiple sources of information would be required.

The contractor shall deliver a revised report based on the new factors.

Task 7: Enhanced State Program Data

Vehicle and emissions data for the DERA State Program is insufficient. To overcome that, this task would focus on the collection of workplans (both initial and final) for each of the DERA State Program grants. The contractor would then run the DEQ to create estimate and actual vehicle records and finally upload that data into DRIVER.

Upon uploading, each new DRIVER vehicle record shall be inspected by the contractor and the technology values shall be manually updated, as part of the quality assurance/quality control process. Further direction about DEQ runs and DRIVER imports shall come via technical direction from EPA.

Deliverable(s)

7.1 – The contractor shall submit all DEQ-generated “.csv” files to EPA for tracking and storage.

7.2 – The contractor shall provide EPA staff with a log of all DRIVER uploads.

IV PROJECT REPORTING**Monthly Status Report**

The contractor shall provide monthly status reports in accordance with Monthly Progress Reports Deviation. The monthly status reports shall track the progress on each of the tasks under this work assignment.

End of Project Period Status Report

At the end of the project period, the contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

V DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the schedule below.

<u>Task</u>	<u>Milestone/Deliverable</u>	<u>Date</u>
1	Work assignment management meetings	Weekly
2	Work assignment status reports	Monthly
3	Completion of DEQ runs - csv files Completion of DEQ runs – DRIVER log	10/31/12
3	Analytical report for each grant	10/31/12
4	Completion of DEQ runs - csv files Completion of DEQ runs – DRIVER log	12/21/12
5	Deliver answers	10/31/12
6	Revised analytical report	12/21/12
7	Completion of DEQ runs - csv files Completion of DEQ runs – DRIVER log	12/21/12

VI DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WAM and PO

The following applies to all tasks under this effort unless otherwise specified by the WAM during the performance of that task.

The contractor shall deliver all draft and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum: the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

Inspection and Acceptance Criteria

The WAM shall review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables shall be performed by the WAM.

The contractor may not accept technical direction from anyone other than the WAM, PO, or the Contracting Officer on the work assignment. Any technical direction or "guidance" provided to the contractor, if issued orally, must be confirmed in writing within 2 days of its issuance. Technical Direction shall be within the scope of the SOW and the existing Contract Agreement under which it is written.

The contractor shall notify the WAM when 75 percent of the funds and/or hours for this work have been expended.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number WA1-20								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-11-007	Contract Period 02/01/2011 To 12/31/2013 Base Option Period Number 1	Title of Work Assignment/SF Site Name Verify User Interface Eval								
Contractor SRA INTERNATIONAL, INC.		Specify Section and paragraph of Contract SOW Sections A, B, C, D, E								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 10/30/2012 To 12/31/2012								
Comments: Verify User Interface Evaluation										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
02/01/2011 To 12/31/2013										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:				LOE:		
Cumulative Approved:				Cost/Fee:				LOE:		
Work Assignment Manager Name Christine Mikolajczyk								Branch/Mail Code:		
_____ (Signature) (Date)								Phone Number 734-214-4403		
								FAX Number:		
Project Officer Name Ann Chiu								Branch/Mail Code:		
_____ (Signature) (Date)								Phone Number: 734-214-4544		
								FAX Number:		
Other Agency Official Name								Branch/Mail Code:		
_____ (Signature) (Date)								Phone Number:		
								FAX Number:		
Contracting Official Name Sandra Savage								Branch/Mail Code:		
_____ (Signature) (Date)								Phone Number: 513-487-2046		
								FAX Number:		

STATEMENT OF WORK

Title: Verify User Interface Evaluation

Contractor & Contract Number: SRA International

Work Assignment Number: 1-20

Work Assignment Manager (WAM): Christine Mikolajczyk
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Period of Performance: Initiation to December 31, 2012

I. BACKGROUND

EPA's engine and vehicle compliance information system, Verify, integrates all EPA engine and vehicle compliance information into one computer system. Verify supports light-duty vehicles and trucks, motorcycles and recreation vehicles, and locomotives. Verify also supports the heavy-duty diesel, and light-duty diesel in-use programs, as well as the light-duty and nonroad confirmatory test programs. In addition, Verify has the capability to collect and process information to support the annual certification of engines, vehicles, and components of the following industries: nonroad compression-ignition (farm and construction equipment), small spark-ignition (lawn and garden equipment), large spark-ignition (forklifts and generators), marine spark-ignition (boats and personal watercraft), and evaporative components.

Additionally, Verify provides information to support external reporting to the public using the Green Vehicle Guide; the Fuel Economy Guide; the Fuel Economy Trends Report; and OTAQ's Compliance Report. Verify also provides documents and metadata to support OTAQ's Document Index System, an online searchable database of vehicle, engine, and fuel documents.

The Verify information system is made up of two basic sections: an EPA-only data base and a public interface. The EPA-only data base gathers and processes the data, confirms fee payment, issues certificates supports other compliance functions. Access is limited to EPA compliance and enforcement staff. Verify's public interface consists of web screens and programs that collect and process manufacturer data. The system works through EPA's Central Data Exchange (CDX) the Agency's single source for collecting electronic data from local governments and agencies, private industries, state governments, and tribes.

Specifically, Verify:

- Integrates all EPA engine and vehicle compliance information into one computer system,
- Supports new mobile source air quality regulations, new compliance programs, and new industries,
- Reflects redesigned and streamlined compliance processes,
- Improves stakeholder data access,
- Employs new technologies to reduce IT system maintenance demands and to establish a secure infrastructure for electronic collection of external data, and
- Simplifies the data management process, including enhanced data submission and correction processes for manufacturers.

II. PURPOSE

In order for a web application such as Verify to be successful, it must serve the business goals of the organization as well as enable its users to easily accomplish their tasks. The website must contain content that is timely, accurate and relevant and must be organized to support visitor's needs in a user-friendly manner.

The purpose of this work assignment is to analyze the content of the EPA's pages as well as the public CDX pages to determine how these pages interact with each other from a user perspective. This evaluation should focus on the visibility of the system status, user control and freedom, consistency of format, error prevention, flexibility and efficiency of use, aesthetics, ability of user to recognize, diagnose, and recover from errors, and the ease with which the user can retain help and documentation. As part of this evaluation, all issues must be identified and where possible a resolution shall be proposed.

III. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections A, B, C, D and E of the Contractor's statement of work.

III. TASKS

Task 1: Prepare Work Plan

The Contractor shall prepare a work plan in accordance with the terms and conditions of contract clauses B.2. entitled "Work Assignments".

Task 2: Work Assignment Progress Report

The Contractor shall deliver monthly status reports which will track the progress on each of the tasks under this work assignment. The report shall include information such as: task and subtasks names, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, and any work on hold status. The PO and WAM will notify the contractor in writing of any changes to the report format.

The contractor shall meet with the WAM and other stakeholders or project team members weekly or bi-weekly as necessary to report the project progress as well as to discuss any issues.

Task 3: Verify Interface Evaluation

The Contractor shall perform user research to gain an understanding of the user. This research will include review of the current front end EPA and CDX pages and characterization of the interaction between the two. This review shall include identifying how the web site is used, frequency of use, issues encountered with this application, etc.

Task 4: Verify Interface Redesign

Based upon review and evaluation, the Contractor shall identify areas for improvement in the user interface. The Contractor will develop an overall concept for any necessary redesign which address and focus on critical areas and necessary changes to the system. The goal of this redesign is to reduce (1) time to complete tasks, (2) error rate, (3) learning time, and (4) improve overall user satisfaction with the Verify System.

Task 5: Verify Interface Evaluation Report

The Contractor will provide a post evaluation report which may include follow-up and/or debrief meetings with the WAM, EPA, and other stakeholders.

IV. DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the approved work plan as noted below:

Task	Milestone/Deliverable	Date
All	Kick-off/Coordination meeting with WAM and other EPA staff.	Meet with EPA within one week of work plan approval and bi-weekly (or as necessary) thereafter to discuss status & additional tasks.
1	Work Plan	IAW clauses B.2 and B.3
2	Work Assignment Progress Report	Bi-weekly
3	Prepare Research Plan& Conduct Research	Prepare a plan within one week of technical direction from WAM. Conduct
4	Prepare a Redesign concept & Conduct Research	Concept -Within 2 weeks of plan. Research – Within one week of concept.
5	Prepare Interface Evaluation Report	Prepare report four weeks after research.
	Work Assignment Report & Completion Date	December 31, 2012

V. DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and Government shall be delivered as follows:

- One copy in electronic format to the WAM and Project Officer.

The following applies to all tasks under this effort unless otherwise specified by the WAM during performance of that task.

The Contractor shall deliver all draft and final reports, briefing materials, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc., as appropriate) via a delivery service or electronic mail.

The Contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

Inspection and Acceptance Criteria

The WAM will review deliverables for technical content, completeness, and grammar. Final review and acceptance of all reports, and other deliverables will be performed by the WAM.